

Important Notice

Making Panel of Center Coordinators for various Competitive Examinations conducted by Staff Selection Commission (Eastern Region), Kolkata

Staff Selection Commission conducts competitive examinations for recruitment to various Group 'B' and Group 'C' posts in the Ministries & Departments and their attached & subordinate offices of the Government of India.

2. With the objective of fair and impartial conduct of the examinations, the Commission deposes Center Coordinators at each venue to observe that procedures are followed scrupulously and to report irregularities, malpractice, if any. Accordingly, this office seeks to prepare a panel of Center Coordinators for its various center of examinations. A List indicating the Examination Centers under the jurisdiction of SSC (ER) is placed at **Annexure – A**.

3. Officers who are willing to perform the duty of Center Coordinator at the examination venues in the concerned city/center are requested to fill the attached form (**Annexure – I / Annexure – II**) with the required details and send a self-attested copy of the same on email to **ex1ssc.wb-dopt@gov.in** and copy of the same by Speed Post to **The Regional Director, Staff Selection Commission (ER), 1st MSO Building (8th Floor), Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata - 700 020** at the earliest.

4. Eligibility for functioning as Center Coordinator (CC) are as below:

- (i) Serving or Retired Gazetted/equivalent officers of Government of India, State Government, Central Public Sector Undertakings, Public Sector Banks; Or,
- (ii) Ex-Servicemen of minimum Junior Commissioned Officers Rank; Sub-Inspector & above rank of CAPF; Or,
- (iii) Serving/Retired Government Professors, Lecturers, Post Graduate Teachers of Government/Government-aided High School and above.

5. The remuneration as per approved rates to the Center Coordinator will be transferred by the Commission through PFMS after getting the inspection report.

Regional Director (ER)

**LIST OF EXAMINATION CENTERS UNDER THE JURISDICTION OF
STAFF SELECTION COMMISSION (ER)**

SL NO.	STATE/ UT	CENTER
1	SIKKIM	GANGTOK
2	WEST BENGAL	ASANSOL
3	WEST BENGAL	BURDWAN
4	WEST BENGAL	DURGAPUR
5	WEST BENGAL	KALYANI
6	WEST BENGAL	KOLKATA
7	WEST BENGAL	SILIGURI
8	JHARKHAND	BOKARO
9	JHARKHAND	DHANBAD
10	JHARKHAND	HAZARIBAGH
11	JHARKHAND	JAMSHEDPUR
12	JHARKHAND	RANCHI
13	ODISHA	BALASORE
14	ODISHA	BERHAMPORE-GANJAM
15	ODISHA	BHUBANESHWAR
16	ODISHA	CUTTACK
17	ODISHA	DHENKENAL
18	ODISHA	ROURKELA
19	ODISHA	SAMBALPUR
20	ANDAMAN & NICOBAR ISLAND	SRI VIJAYA PURAM

* The above list of Centers is not absolute and may change from time to time.

Application Form for Center Coordinator - for Serving Person

❖ PART – A (PERSONAL DETAILS):

Name :
 Father's Name :
 Date of Birth : DD / MM / YYYY
 Gender :
 Designation :
 (ID Card to be enclosed)
 Date of Joining : DD / MM / YYYY
 Pay Matrix Level/ Group :
 Office address with PIN :
 Residential address with PIN :
 City :
 State :
 Mobile No. / WhatsApp No. :
 Email Address :
 Educational Qualification :
 Computer Knowledge : Yes No

Self-Attested
 Photograph
 (not older than 3
 months)

❖ PART – B (CITY PREFERENCE FOR DUTY):

First Preference :
 Second Preference :
 Third Preference :

❖ PART – C (BANK ACCOUNT DETAILS):

Bank Account Number :
 Bank Name :
 Branch Name :
 IFSC-Code :
 PAN Number :

Place:

Date: DD / MM / YYYY

Signature

Application Form for Center Coordinator - for Retired Person❖ PART – A (PERSONAL DETAILS):

Name :

Father's Name :

Date of Birth : DD / MM / YYYY

Gender :

Ex-Servicemen :

Post held on Last Date of Superannuation (ID Card to be enclosed) :

Superannuation Date : DD / MM / YYYY

Pay Matrix Level/ Group :

Last Working Office Address with PIN :

Residential Address with PIN :

City :

State :

Mobile No. / WhatsApp No. :

Email Address :

Educational Qualification :

Computer Knowledge : Yes No

Self-Attested
 Photograph
 (not older than 3
 months)

❖ PART – B (CITY PREFERENCE FOR DUTY):

First Preference :

Second Preference :

Third Preference :

❖ PART – C (BANK ACCOUNT DETAILS):

Bank Account Number :

Bank Name :

Branch Name :

IFSC-Code :

PAN Number :

Place:

Date: DD / MM / YYYY

 Signature