

## **Particulars of Its Organization, Functions and Duties:-**

**(i). Name and address of the Organization:-**

Staff Selection Commission (ER),  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions,  
1st MSO Building (8th Floor), Nizam Palace,  
234/4, A.J.C. Bose Road, Kolkata - 700 020.

**(ii). Head of Office :-**

Regional Director,  
[Tel:- 033-2290-2230](tel:033-2290-2230)

**(iii). Background of the Commission:-**

- (a) Article 320 of the Constitution provides for conducting examination for recruitment to all posts and services of the Central Government by the Union Public Service Commission. The Estimates Committee of Parliament in its 47<sup>th</sup> Report (1967-68) recommended the setting up of a Service Selection Commission for taking over and conducting examinations for recruitment to lower categories of posts from UPSC. Pursuant to this, and as an interim measure, an Examination wing was added to the Institute of Secretariat Training and Management of the Government of India.
- (b) The First Administrative Reforms Commission (ARC), in their Report on Personnel Administration, drew attention to the fact that the bulk of the staff of the Government at the Centre and in the States belonged to Class III and Class IV categories. Referring to the identical nature of qualifications stipulated for entry into such posts in various Offices, the ARC advocated polling of the requirements of the non-technical posts by different Departments and selection of personnel either by joint recruitment or through a Recruitment Board. After a careful consideration of this recommendation, the Government of India decided to constitute the Subordinate Services Commission vide Resolution No.46/1(S)/74-Estt(B), dated the 4<sup>th</sup> November, 1975 of Department of Personnel and Administrative Reforms.
- (c) The Subordinate Services Commission was subsequently re-designed as the Staff Selection Commission (SSC) on 26<sup>th</sup> September, 1977 to make recruitment to Class III (now Group 'C') non-technical posts in the various Ministries/Departments of the Government of India and their Attached and Subordinate Offices. The functions of the Staff Selection Commission have been enlarged from time to time. From May 1999, the Commission was entrusted recruitment to all Group 'B' (Non-Gazetted) posts in various pay scales, the maximum of which was less than Rs.9300-34800 (Grade Pay Rs.4,600). Recruitment to these Group 'B' posts was earlier conducted by the UPSC. From

November 2003, the Central Government further authorized the Commission to make recruitment up to all Group 'B' (Non-Gazetted) posts carrying scale of pay of Rs.9300-34800 (Grade Pay Rs.4,600).

#### **(iv). Setup of the Commission:-**

##### **Composition of the Commission**

The Commission is headed by a Chairman who is assisted by two Members and a Secretariat headed by Secretary-cum-Controller of Examinations. They are further supported by other officers and Staff of the HQ and by a Regional Network of offices established at various locations. The Headquarter of the Commission is located at New Delhi.

##### **Headquarter**

The Staff Selection Commission has its Headquarter at New Delhi. All Examinations as well as administrative matters are submitted to the Chairman through two Members. The Secretary-cum-CoE functions under both the Members. These senior Officers of the Commission are assisted by the Officers of the level of Deputy Secretary/Director, Under Secretary and other supporting Staff working in Headquarters for discharging the duties and responsibilities of the Commission.

##### **Regional/Sub-Regional Offices**

For smooth conduct of examinations through a large network of examination centers/sub-centers situated in different parts of the country for the convenience of the candidates, the Commission has been provided with a Regional set-up. At present, there are seven Regional Offices at Allahabad, Mumbai, Delhi, Kolkata, Guwahati, Chennai, Bangalore and two Sub-Regional Offices at Raipur and Chandigarh. Each Regional Office is headed by a Regional Director and each Sub-Regional office is headed by a Deputy Director. The Commission may, with the approval of the Department of Personnel & Training, open more Regional/Sub-Regional Offices of the Commission at such other places, as it may consider necessary.

##### **Staff Selection Commission (Eastern Region) Kolkata**

The Eastern Regional Office of the Commission is located in Kolkata and has territorial jurisdiction over West Bengal, Orissa, Jharkhand, Sikkim and the Andaman & Nicobar Islands. The Eastern Regional Office of the Commission plays a crucial role in conducting examinations and facilitating the process for various government departments and organizations across these States & UTs. Their responsibilities include organizing exams at multiple venues within their jurisdiction, ensuring smooth conduct of examinations, and handling the nomination process for successful candidates to government departments and organizations in the region. This indicates a significant administrative function in facilitating recruitment and staffing for the government in the Eastern region of India.

**(v). List of Regional Director of the Staff Selection Commission(ER).**

Sl No.	Name	Organization	From	To
1	Shri R.K.C.Thakur	IAS	08.12.78	10.12.81
2	Shri B.K.Das	IPoS	11.12.81	02.06.86
3	Shri M.K. Bandopadhyay	IRS	03.06.86	06.11.91
4	Shri A.P. Singh	IDES	07.11.91	19.05.97
5	Shri A. Majumdar	IAS	19.05.97	17.05.02
6	Shri M. Ray Bhattacharyya	IA & AS	24.05.02	23.08.06
7	Shri Subrat Das	IPoS	28.09.06	27.09.11
8	Shri B. Bandyopadhyay	ICoAS	28.09.11	27.03.17
9	Ms. Priyanka Basu Ingty	IAS	30.03.17	03.04.23
10	Shri Shailendra Uttam	IoFS	22.05.23	

**(vi). Citizen Charter of the Commission :-**

**(i) Vision and Mission statement of SSC:-**

- (a) To select suitable candidates for the Government in an objective and transparent manner at the group 'B' (Non-Gazetted) and group 'C' (Non-Technical) levels.
- (b) To develop recruitment processes which will enable recruitment of manpower conducive for good governance.
- (c) To ensure total objectivity and impartiality in recruitment of personnel for the Government.
- (d) To provide suitable and adequate manpower in time to the user organizations.
- (e) To assure the job applicants total satisfaction through zero error tolerance, timely results and immediate nomination.

**(ii) Details of Business Transacted by SSC:-**

- (i) To make recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' (Non-Technical) posts under Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission, in pay Band-2 and Pay Band-1 carrying Grade Pay of Rs. 4,800/- through the competitive examination.

- (ii) To make recruitment to such posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-1 carrying Grade Pay up to Rs.4,800/- which may, at the discretion of the Commission, be preceded by short listing or Skill Test.
- (iii) To conduct Limited Departmental Competitive Examinations of the Central Secretariat Clerical Service (CSCS)/ Central Secretariat Stenographers' Service (CSSS) and such other Services as have been or may be entrusted to the Commission.
- (iv) To conduct periodical Skill Tests in English/ Hindi and such other Skill Tests as may be assigned by the Government from time to time.
- (v) To make recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.
- (vi) To perform such other functions as may be entrusted to it by the Central Government from time to time.

**(iii) Details of 'Citizens' or Clients':-**

All the candidates appearing for examinations conducted by Staff Selection Commission and user Departments are clients.

**(iv) Statement of services including standards, quality, time frame etc. provided to each Citizen/ Client group separately and how/ where to get the services:-**

In order to make the examination system more user/clients friendly, the Commission periodically reviews the same and introduces reforms. Some of the following initiatives taken by the Commission in this regards:-

- (a) Introduction of online application system.
- (b) Introduction of online collection of vacancies from user departments.
- (c) Introduction of online data verification system. This has resulted in error-free data besides affording an opportunity to the candidates to have a second look at the details filled in by them and correct the inadvertent mistakes, if any, committed by them at the time of filling up the form.
- (d) Introduction of online RTI Portal. This has resulted in more efficient handling of RTI applications besides reducing paper work and considerable saving of time.

**(v) Details of Grievance Redressal Mechanism and how to access it:-**

Government has introduced a programme on disposal of online public grievances under Centralized Public Grievance Redress and Monitoring System (CPGRAMS) through CPGRAMS. The public grievances in the form of petitions/ representations received from the Candidates/ General Public under CPGRAMS through DOPT are being redressed online in a time-bound manner by the concerned officers for the Commission. This has resulted in quick disposal of grievances and effective monitoring.

**(vi) Expectations of the 'Citizens' or Clients' :-**

- a. Timely filling up of vacancies reported by users Departments.
- b. Selection of right candidates from right jobs.
- c. Fair conduct of examination.
- d. Timely uploading of information regarding schedule of Examinations/ examination calendar in particular year for use of candidates.
- e. Proper publicity of examination notice.
- f. Timely conduct of examination.
- g. Timely declaration of results.
- h. Timely nomination of selected candidates.

**(vii).Function and Duties of the Commission:-**

- a. The functions of the Staff Selection Commission defined by Resolution No.39018/1/98-Estt(B) dated 21<sup>st</sup> May, 1999 and its subsequent amendments vide Resolution No.24012/8/A/2003-Estt(B) dated 13<sup>th</sup> November, 2003, 29<sup>th</sup> September, 2005, 14<sup>th</sup> January, 2011, 24<sup>th</sup> July, 2012 and 17<sup>th</sup> February, 2016 are given as under:-
  - (i) To make recruitment to Group 'B' (Non-Gazetted) posts and Group 'C' (Non-Technical) posts under Government of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission, in pay Band-2 and Pay Band-1 carrying Grade Pay of Rs. 4,800/- through the competitive examination.
  - (ii) To make recruitment to such posts under Government of India by selection through interviews, in Pay Band-2 and Pay Band-1 carrying Grade Pay up to Rs.4,800/- which may, at the discretion of the Commission, be preceded by short listing or Skill Test.
  - (iii) To conduct Limited Departmental Competitive Examinations of the Central Secretariat Clerical Service (CSCS)/ Central Secretariat

Stenographers' Service (CSSS) and such other Services as have been or may be entrusted to the Commission.

- (iv) To conduct periodical Skill Tests in English/ Hindi and such other Skill Tests as may be assigned by the Government from time to time.
  - (v) To make recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.
  - (vi) To perform such other functions as may be entrusted to it by the Central Government from time to time.
- (b) The Staff Selection Commission is one of the largest recruiting agencies of the Government of India. The commission is mandated with the task of making recruitment to all Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts in various Ministries/ Departments of the Government of India and their Attached and Subordinate Offices except those posts which are specifically exempted from the purview of the Commission. In addition, the Commission in the year 2016 was assigned the additional responsibility of making recruitment to Group 'B' (Gazetted) posts of Assistant Accounts Officer and Assistant Audit Officer for the Indian Audit and Accounts Department.
- (c) The Commission has been mandated to conduct Eight (08) All India Open Competitive Examination, viz.
- i. Combined Graduate Level examination,
  - ii. Combined Higher Secondary (10+2) Level Examination,
  - iii. Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contracts) Examination,
  - iv. Sub-Inspectors in Delhi Police, CAPFs & Assistant Sub-Inspectors in CISF Examination,
  - v. Junior Hindi Translator, Senior Hindi Translator and Hindi Pradhhyapak Examination,
  - vi. Junior Translator (Central Secretariat Official Language Service) Examination,
  - vii. Multi Tasking (Non-Technical) Staff Examination and
  - viii. Stenographer Grade 'C' & 'D' Examination.
- (d) Besides, the Commission also conducts three Limited Departmental Competitive Examinations form promotion from;
- i. Multi-Tasking Staff (MTS) to Lower Division Clerk (LDC) Grade,
  - ii. Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade and
  - iii. Stenographer Grade 'D' to Stenographer Grade 'C'.

- (e) The Commission also makes recruitment to Selection Posts, which are isolated posts (not covered by the open competitive examinations) for different Group 'b' (Non-Gazetted) and Group 'C' (Non-Technical) posts in Ministries/ Departments of the Government of India and their Attached and Subordinate Offices. These posts were earlier filled through interviews only. As interviews for lower level posts have been dispensed with by the Government of India w.e.f. 01.01.2016, the said posts are now being filled through written examination, conducted in the format of Objective Type Multiple Choice Questions in the Computer Based Mode.
- (f) In addition to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India. The following non-mandated examinations were conducted in the year 2017-18:-
- (i) Constable (Executive)- Male & Female in Delhi Police Examination, 2016,
  - (ii) Scientific Assistant in India Meteorological Department Examination, 2017.

These examinations were conducted by the Commission through Memorandum of Understanding (MoU) with the Delhi Police and India Meteorological Department, Ministry of Earth Sciences, respectively.

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