

Powers and Duties of its Officers and Employees.

- (a)
- (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.
 - (vii) To conduct examinations and/ or interviews, whenever required, for recruitment to the posts within its purview.
- (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 Pradhyapak 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.

Work Allocation:-

Work allocation in the Commission is delegated as per the Channel of Submission. The same is available on the head 'Procedure followed in decision making process'.