



**Staff Selection Commission
Southern Region, Chennai**

Disclosure of Information under Section 4 (b) of Right to Information Act, 2005

Section/ Sub- Section	Subject	Details
4 (i)	Particulars of its Organization, Function and Duties	<p>The Staff Selection Commission has its Head Quarters in New Delhi and there are Nine Regional Offices functioning at Allahabad, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, Chandigarh and Raipur. Each Regional Office is headed by a Regional Director and Sub-Regional Office by a Deputy Director. SSC (SR) is headed by Regional Director.</p> <p>The functions of the Staff Selection Commission as per Resolution No.39018/1/98-Estt(B) dated 21.05.1999 and its subsequent amendments vide Resolution No.24012/8-A/2003-Estt(B) dated 13th November, 2013, 29th September, 2005, 14th January, 2011 and 24th July, 2002 are as under:-</p> <ol style="list-style-type: none"> 1. To make recruitment to Group "C" (Non-Technical) and Group "B" (Gazetted & Non-Gazetted) posts in various Ministries/ Departments under Govt. of India and their Attached and Subordinate Offices upto Level 8 of Pay Matrix in the 7th CPC (Grade Pay of Rs.4800/- in the 6th CPC) except those posts which are specifically exempt from the purview of the Staff Selection Commission. 2. To conduct examinations for recruitment to the posts within its purview. The examinations would be held as far as possible at different centers and successful candidates posted to the extent possible, to their home State/Region 3. In particular, to conduct All India Open Competitive Examinations in a year, viz.:- <ul style="list-style-type: none"> (i) Combined Graduate Level Examination (ii) Combined Higher Secondary (10+2) Level Examination. (iii) Junior Engineers (Civil, Mechanical, Electrical, Quantity Surveying & Contract) Examination. (iv) Sub inspectors in Delhi Police, CAPFs & Assistant Sub Inspectors in CISF Examination. (v) Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak and Central Secretariat Official Language Service Examination. (vi) Multi Tasking (Non-Technical) Staff Examination and (vii) Stenographers' Grade 'C' & 'D' Examination 4. The Commission conducts three Limited Departmental Competitive Examinations in a year for promotion from: <ul style="list-style-type: none"> (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'. 5. The Commission also makes Recruitment to Selection Posts i.e. isolated posts in different Ministries / Departments and Attached and Subordinate Offices of the Government of India, which are not covered by the All India Open Competitive Examinations and have essential

		<p>qualifications specific to the job requirement. 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 Computer Based Examinations, conducted in the format of Objective Type Multiple Choice Questions.</p> <p>6. In addition, two non-mandated examinations are also being conducted by the Commission on the specific directions of the Government. These two examinations are:- (i) Constable (GD) in CAPFs, NIA & SSF and Rifleman (GD) in Assam Rifles Examination, and (ii) Temporal Constable (Executive)-Male & Female in Delhi Police Examination. For these examinations, the Commission has entered into a Memorandum of Understanding (MoU) with the Ministry of Home Affairs and the Delhi Police, respectively.</p> <p>7. The Commission also holds periodic Typewriting Skill Tests and Proficiency Test for grant of advance increment to Stenographers (OG) in English and Hindi.</p> <p>8. The Commission performs such other functions as may be entrusted to it by the Central Govt. from time to time.</p>
4 (ii)	Powers and Duties of its Officer and Employees	<p>Work Allocation:-</p> <p>Regional Director is over all incharge of supervision and also to ensure that the office is functioning as per the duties assigned to it.</p> <p>The allocation of work among Officers and its employees is at <u>Annexure-I.</u></p>
4 (iii)	Procedure followed in Decision Making Process	<p>The hierarchy and the channel of submission for discharging of duties and responsibilities in this SSC (SR) is as under:-</p> <p>Dealing Assistant Section Officer → Assistant Director → Deputy Director → Joint Secretary & Regional Director.</p> <p>(Flow chart at <u>Annexure-II</u>)</p>
4 (iv)	Norms for Discharge of Functions	<p>(i) Vision and Mission statement of SSC</p> <ul style="list-style-type: none"> (a) To select suitable candidates for the Government in an objective and transparent manner at the group 'B' (Gazetted & 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 Ministries/ Departments. (e) To assure the job applicants total satisfaction through zero error tolerance, timely results and immediate nomination. <p>(ii) Details of Business Transacted by SSC</p> <ul style="list-style-type: none"> (a) Recruitment of Group 'B' (Gazetted) post of Assistant Audit Officer in the Grade Pay of Rs. 4800/- in the Offices of C&AG of India. (b) Recruitment of Group 'B' (Non-Gazetted) posts upto Grade pay of Rs. 4800/- under Government of India and their Attached and Subordinate offices through All India Open Competitive Examinations. (c) Recruitment of Group 'C' Non-Technical posts under

		<p>Government of India and their Attached and Subordinate offices.</p> <p>(d) Conduct of Limited Departmental Examinations as entrusted by the Government.</p> <p>(e) Recruitment of certain posts under Government of India by Selection.</p> <p>(f) In addition to the mandated All India Competitive examinations, the Commission is also required to conduct non-mandated examinations for Recruitment of Constable (GD) in CAPFs & Rifleman in Assam Rifles. The Commission is also required to make recruitment to Sub Inspector (Executive) in Delhi Police.</p> <p>(g) To process results of Selection Post Recruitment advertised by this Region.</p> <p>(iii) Details of 'Citizens' or 'Clients'</p> <p>All the candidates appearing for examinations conducted by Staff Selection Commission are 'Citizens' and users Departments are 'clients'.</p> <p>(iv) Statement of services including standards, quality, time frame etc. provided to each Citizen / Client group separately and how / where to get the services</p> <p>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 regard:-</p> <ul style="list-style-type: none"> a) Introduction of online application System. b) Introduction of on-line collection of vacancies from users Departments. c) Introduction of on-line 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 Online Application. 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. <p>(v) Details of Grievance Redressal Mechanism and how to access it</p> <p>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 of this Region i.e. SSC (SR). This has resulted in quick disposal of grievances and effective monitoring.</p>
4 (v)	Rules, Regulations, Instructions Manual and Records for Discharging Functions	<p>Rules/ Regulations/ Instructions for discharging functions</p> <p>Staff Selection Commission follows the rules, regulations, instructions issued by the Government of India and also instructions/guidelines issued by the Commission from time to time.</p> <p>Manual / Handbook</p> <p>The 'Handbook of Procedures', 'Manual for Centre Supervisor' and similar manuals of the Staff Selection Commission are organizational workplace policies, basic rules and procedures providing a roadmap for</p>

		<p>day-to-day operations/ conduct of examinations in compliance with laid down laws and regulations, containing guidance for decision-making and streamline internal processes, activities with solutions of concept and important operative tasks, in order to ensure that the organization act predictably and responsibly, which are not meant for the general public. These are handy tools for carrying out the functions and activities of the Commission uniformly by different Officers at HQs and in the Regional/ Sub-Regional Offices and to enable them to work towards achieving the objectives of the Commission.</p> <p>In view of the nature of confidentiality and proprietary information, the Manuals, Handbooks of the Commission related to conduct of examinations are not to be disclosed to anyone other than authorized officers/ Persons. However, all other relevant disclosable information are advertised/ published on various public media and/ or made available to the general public on the public domain.</p>
4 (vi)	Categories of Documents held by the authority under its control	<p>Administration / Establishment, General Administration & Budget and Accounts</p> <ul style="list-style-type: none"> (i) Files pertaining to tender process for procurement of goods and services for Commission's HQ. (ii) Records of purchase of Stationary items. (iii) Records of purchase and maintenance of ACs, Furniture etc. (iv) Records of Printing of Manuals/ formal letter heads etc. (v) Records of Procurement and maintenance of computers/ printers/ telephone instruments/ Staff Car etc. (vi) Records of Payment/Reimbursement of telephone bills, etc. (vii) Records of outsourcing of manpower for cleanliness; outsourcing of photocopying services tec. (viii) Files relating to disposal of old/obsolete/unserviceable items. (ix) Payment in respect of BNPL Bills. (x) Personal Claim relating to LTC/TA/CEA etc. of all Officers/Staff of SSC (SR). (xi) Medical claim reimbursement of all Officers & Staff of SSC (SR). (xii) Records of Service Books/ Personal Files in r/o MTS, LDCs, UDCs, Assistant Section Officers, Steno Gr. 'D' and Steno Gr. 'C', SOs, Group 'A' Officers of SSC (SR) and also in respect of Jr. Hindi Translators. (xiii) Telephone Director of the Officers of SSC (SR) of the Level of Under Secretary and above. (xiv) List of Officers/Officials of SSC (SR) of the level of Section Officers/Equivalent and above. (xv) Organization Chart of SSC (SR). (xvi) Records of Final Result of various All India Open Competitive Examinations. (xvii) Records maintained as per the Retention Schedule in SSC (SR). <p>Selection Posts</p> <ul style="list-style-type: none"> (i) Files relating to scrutiny of requisition proforma received from various User Departments for Recruitment to Selection Posts. (ii) Records of Notices for Selection Posts. (iii) Files relating to conduct of Document Verification for Selection

		<p>Posts.</p> <p>(iv) Nomination of candidates to User Departments on the basis of final results of Selection Posts.</p>
Nomination and Vacancy Collection		
		<p>(i) Files relating to scrutiny of requisition proforma received from various User Departments for Recruitment to the post of Multi-Tasking (Non-Technical) Examination.</p> <p>(ii) Nomination of candidates to User Departments on the basis of final results of various open Examinations.</p> <p>(iii) Collection and compilation of State-wise/Category-wise vacancies for Recruitment to the post of Multi-Tasking (Non-Technical Examination).</p>
Court Case		
		<p>(i) Files relating to individual Court Case arising out of various open Examinations of the Commission including Recruitment of Constables (GD) Examination.</p>
Document Verification and Skill Test		
		<p>(i) Files relating to conduct of Document Verification & Skill Test for various Open Examination of Commission.</p>
Records of vacancy position and Recruitment Notices from the year 2012 till commencement of online vacancy collection by HQrs. in respect of the following Examinations:-		
		<p>(i) Stenographer Grade 'C' & 'D' Examination.</p> <p>(ii) Junior Engineers (Civil, Electrical, Mechanical and Quantity Surveying & Contract) Examination.</p> <p>(iii) Combined recruitment of Sub-Inspector in Delhi Police, CAPFs and Assistant Sub-Inspector in CISF Examination.</p> <p>(iv) Combined Recruitment of Junior Hindi Translators, Junior Translator, Senior Hindi Translators and Hindi Pradhyapak Examination.</p> <p>(v) Inward/ Outward Dak Records of SSC (SR).</p> <p>(vi) Records of Speed and Ordinary Post.</p> <p>(vii) Records of Speed Post Bills.</p>
Post Examination records of the following Exam are held		
		<p>(i) Combined Graduate Level.</p> <p>(ii) Combined Higher Secondary Level.</p> <p>(iii) JHT/SHT Examination.</p> <p>(iv) Junior Engineer Examination.</p> <p>(v) Delhi Police (SI) Exam.</p> <p>(vi) Stenographer Grade 'C' & 'D' Exam.</p> <p>(vii) Prasar Bharti Exam.</p> <p>(viii) FCI Exam.</p> <p>(ix) Cabinet Sectt. Exam.</p> <p>(x) Delhi Police Constable (Executive).</p> <p>(xi) Scientific Assistant in IMD Exam.</p> <p>(xii) Constable (GD) Examination.</p> <p>(xiii) Central Armed Police Forces Examination.</p> <p>(xiv) MTS Examination</p> <p>(xv) Departmental Examinations.</p>

		RTI:- RTI Applications / Appeal Files and CIC orders.
4 (vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
4 (viii)	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	<p>Composition of the Commission</p> <p>The Commission is headed by a Chairman who is assisted by two Members and a 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.</p> <p>Headquarter</p> <p>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-Controller of Examinations functions under both the Members. Besides, there are posts of one Director, Four Deputy Secretaries, One Deputy Director (Official Language), Thirteen Under Secretaries and 114 supporting officers / staff working at the Headquarters for discharging the duties and responsibilities of the Commission.</p> <p>Regional/Sub-Regional Offices</p> <p>For smooth conduct of examinations through a large network of examination centres/sub-centres situation 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 Nine Regional Offices at Allahabad, Mumbai, Delhi, Kolkata, Guwahati, Chennai, Bengaluru, Raipur and Chandigarh. Each Regional Office is headed by a Regional 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.</p>
4 (ix)	Telephone Directory	<p>Shri K. Nagaraja Regional Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28275568; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri T. AvudaiKandhan Deputy Director-I (Southern Region)</p>

		<p>Shri T. Avudai Kandhan Deputy Director-I (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28220605; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Smt. M. Latha Deputy Director-II (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 29862015; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Smt. Lakshmi Murali Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri Nesamani J Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Shri S. Micheal Raj Assistant Director Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251137; Fax: (044) 28270561; email id: sscsr.tn@nic.in</p> <p>Helpline Number Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 Phone: (044) 28251139; Mobile: 09445195946</p>
4 (x)	Monthly Remuneration of all the Employees	Yearly Remuneration for the year 2021-2022 (up to 28.02.2022) is Rs.202 Lakhs.
4 (xi)	Budget allocated, expenditure and reports on disbursements made etc.	BE 2021-22 Allocation is Rs.4.31 Crore. Expenditure Statement (upto 28.02.2022) is at (Annexure-III).

	Programmes	
4 (xiii)	Particulars of recipients of concessions, permits or authorization granted by the public authority	Not applicable
4 (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Not applicable
4 (xv)	Particulars of facilities available to citizen for obtaining information	Through SSC (SR) website i.e. www.sscsr.gov.in Helpline Number: Phone: (044) 28251139; Mobile: 09445195946 Staff Selection Commission (SR), 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006
4 (xvi)	Name, Designation and other particulars of Public Information Officers	<p style="text-align: center;">Smt. Lakshmi Murali Assistant Director (LM) (All Tiers of Open Examinations other than Selection Post; Minor Exam; Skill Test [including Annual Typing Test and Proficiency Test for grant of Advance increment to Steno (OG)]; Implementation of Official Language Act; Settlement of Examination Advances Facilitation Counter & Helpline matters; PET/DME of SI in CPos; Related RTI matters.) Phone: (044) 2825 1138 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri J. Nesamani Assistant Director (JN) (Establishment/Administration; Court Cases; Nomination in regard to all Open Exams; B&A and DDO & House Keeping) Phone: (044) 2825 1137 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Shri S. Micheal Raj Assistant Director (MR) (Selection Posts; Vacancy Collection for the post of MTS; Document Verification of Open Exams; Website Maintenance and other IT related issues relating to all the exams) Phone: (044) 2823 5021 e-mail id: sscsr.tn@nic.in</p> <p style="text-align: center;">Appellate Authority for Southern Region Shri K. Nagaraja Regional Director (Southern Region) Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006. Chennai – 600 006 Phone: (044) 2827 5568 , Fax : (044) 28270561 e-mail id: sscsr.tn@nic.in</p>

Suo-motu disclosure under Section (xvii)	Foreign and domestic tours	<p>Foreign Tour</p> <p>Foreign Tour matter pertains to DoP&T.</p> <p>Domestic Tour</p> <p>Information on expenditure incurred under DTE Head towards visits of Officers of Staff Selection Commission (SR) from 2021-22 onwards is at Annexure-IV.</p>					
	CAG & PAC and Internal Audit Paras	<p>Number of Statutory Audit Paras and Internal Audit Paras Pending as on 28.02.2021 as under:-</p> <table> <tr> <td>(i) Statutory Audit Paras</td> <td>-</td> <td>Nil</td> </tr> <tr> <td>(ii) Internal Audit Paras</td> <td>-</td> <td>2</td> </tr> </table>	(i) Statutory Audit Paras	-	Nil	(ii) Internal Audit Paras	-
(i) Statutory Audit Paras	-	Nil					
(ii) Internal Audit Paras	-	2					
Final Organizational Chart	Placed at Annexure-V						
Particulars of facilities available to citizen for obtaining information	<p>1. Website: www.sscsr.gov.in</p> <p>All the details in respect of various exams conducted by SSC viz., Recruitment Notice/Advertisement, schedule of Examinations, Skill Test, Document Verification, Results, Nomination/allocation, etc., can be viewed by the candidates easily in the website. The candidates can fill up applications through online and can also download e-Admission Certificates.</p> <p>2. Information Facilitation Counter</p> <p>Facilitation Counter has been set up with a view to make the RTI applicant(s) to get the desired information at the premise of the Staff Selection Commission (SR). The Facilitation Counter is situated at Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006.</p> <p>3. Working Hours: 09:30 AM to 06:00 PM</p>						
	Important Committees & Nodal Officer	<p>Nodal Officer for RTI and CPGRAMS and Selection Posts</p> <p>Smt. M. Latha, Deputy Director, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006.</p> <p>Internal Complaints Committee has been constituted to enquire into the complaints of Sexual Harassment of Women Employees of this Regional Office has been functioning since 15.05.2015 and the said Committee has been recently reconstituted on 15.11.2021. Effective awareness on the concept of sexual harassment of woman at work place has been created among the employees of this Regional Office at regular intervals for sensitizing them with provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.</p>					
	Information Related to Procurement	Goods and Services procured as per GFR and through GeM Portal.					
	Annual Report of the Commission	Published by SSC (HQs.).					

	No. of Employees against whom Disciplinary action is proposed/taken	(i) Pending for Minor penalty or major penalty proceedings: (ii) Finalised for Minor penalty or major penalty proceedings:	<u>NIL</u> <u>NIL</u>
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Government of India
 Department of Personnel & Training
 Staff Selection Commission
 (Southern Region)

2nd Floor, EVK Sampath Building,
 DPI Campus, College Road,
 Chennai – 600 006

No.1/10-2014-SR

Dated the 13th January, 2021

OFFICE ORDER

Allocation of work among Officials will be as under with effect from 15/01/2021 and until further orders:-

Sl.No	Name of the Officer	Work Allocation	Files to be routed through
1.	Smt. Lakshmi Murali, Assistant Director- AD(LM)	<ul style="list-style-type: none"> Subsequent tier Examinations/Skill test. Implementation of Official Language Act 	DD.I
		<ul style="list-style-type: none"> Settlement of Examination Advances 	DD-II
2.	Shri R. Suresh Assistant Director - AD(RS)	<ul style="list-style-type: none"> Budget & Accounts DDO Settlement of Examination Advances 	DD.II
3.	Shri V. Ramasubramanian Assistant Director - AD(VRS)	<ul style="list-style-type: none"> Tier-I Open Examinations and its related issues (other than those specifically assigned to any other AD) Facilitating, liaisoning and to Handle PST/PET related issues of Constable GD and SI in CPO Exam. 	DD.I
4.	Shri J. Nesamani Assistant Director- AD(JN)	<ul style="list-style-type: none"> Administration Court Matters and Monitoring Court cases House Keeping 	DD.I
5.	Shri S. Micheal Raj Assistant Director - AD(SM)	<ul style="list-style-type: none"> Document Verification of Open Exams Website Maintenance and other IT related issues and technical issue relating to all the examinations 	DD-I
		<ul style="list-style-type: none"> Selection Posts (including conduct of CBE, DV, Nomination, Vacancy Collection etc). Nomination in regard to all open exams. MTS Vacancy Collection 	DD-II

: 2 :

- Any other work/task assigned by RD/DD.
 - All the Assistant Directors will also act as CPIO in terms of RTI Act and furnish information in regard to their respective subjects.
2. To avoid any dislocation in the smooth functioning of work due to non-availability of officer, it has been decided that the following officers shall be the 'Link Officer' until further orders.

S.No.	Designation	Link Officer
1.	AD (LM)	AD (VRS)
2.	AD (SM)	AD (LM)
3.	AD(JN)	AD(RS)
4.	AD(RS)	AD(JN)
5.	AD(VRS)	AD(SM)



(K. Nagaraja)
Regional Director (SR)

To

All officers of SSC (SR)

Government of India
Department of Personnel & Training
Staff Selection Commission
(Southern Region)

2nd Floor, EVK Sampath Building,
DPI Campus, College Road,
Chennai-600 006

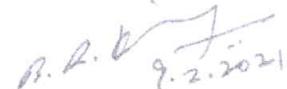
No.1/10/2014-SR

Dated the 9th February, 2021

OFFICE ORDER

In partial modification of this office order dated 13.01.2021, the work relating to nomination in regard to all open exams will be looked after by Shri J. Nesamani, Assistant Director in place of Shri S. Micheal Raj, Assistant Director with immediate effect.

2. Work allocation in regard to all other officers will remain unchanged.
3. This has the approval of RD (SR).


B. R. Krishnan
9.2.2021
(B. Ramakrishnan)
Deputy Director

To

All officers of SSC (SR)



File No. 1/10/2014-SR
Dated : 17.09.2021

आमरत सरकार
कर्मचारी धयन आयोग (दशिण क्षेत्र)
कार्यालय, लोक शिक्षावाच और पंथिन मंत्रालय,
दूसरी मजिल, ई. टी. के. संपत विहिंग,
कॉलेज रोड, एच०१-६००००६.

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public
Grievances & Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai - 600 006.

OFFICE ORDER

Consequent upon joining of Shri T. Avudai Kandhan, Deputy Director w.e.f. 13.09.2021 (FN), the allocation of work among the following Officers is as under with immediate effect and until further orders :-

S. No.	Name of the Officer	Sphere of Responsibility
I	Shri T. Avudai Kandhan Deputy Director – I (DD-I)	(i) All Tiers of Open Examinations and Minor Exams; (ii) Facilitating, liaisoning and to handle PST/PET related issues of Constable GD and SI in CPO Exam; (iii) Court Cases; (iv) Document Verification of all open exams and Skill Test; (v) E-Office, E-Governance, Website Maintenance, other IT related matters and technical issues relating to all the examinations.
II	Smt. M. Latha Deputy Director – II (DD-II)	(i) Establishment/Administration; (ii) House Keeping; (iii) Selection Posts (including conduct of CBE, DV, Nomination, Vacancy Collection etc.); (iv) Nomination in regard to all open exams; (v) MTS vacancy collection; (vi) Cash including Drawing & Disbursing Officer (DDO) function, Budget, Audit and Accounts related work; (vii) Settlement of Examination Advances; (viii) Implementation of Official Language Act; (ix) Question Bank Workshop; (x) Evaluation Work.
III	Shri B. Ramakrishnan Consultant	(i) All the works assigned to DD-I (ii) Specific tasks assigned by RD (SR)

2. The files relating to the work assigned to DD-I should be routed through Consultant. All Assistant Directors should report to the concerned Deputy Director/Consultant.

(K. Nagaraja)
Regional Director (SR)

Copy to all the Officers/Officials of SSC (SR), Chennai



F.No.1/10/2014-SR

Date: 30.09.2021

भारत सरकार
कर्मचारी चयन आयोग (क्षेत्र)
कार्मिक लोक शिकायत और पेशन मंत्रालय
द्विसरी मंजिलबिल्डिंग संपत्ति वीके.ई.
कॉलेजरोड, चेन्नई 600006-

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public Grievances
& Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai - 600 006.

OFFICE ORDER

Allocation of work in respect of the following Officers is made as under in addition to their own allocated work, with immediate effect and until further orders :-

S. No.	Name of the Officer	Sphere of Responsibility
1	Smt. Lakshmi Murali Assistant Director	Work relating to Multi Tasking (Non-Technical) Staff Examination, 2020 & Stenographers Grade "C" and "D" Examination, 2020.
2	Shri S. Micheal Raj Assistant Director	Work relating to Constables (GD) in Central Armed Police Forces (CAPFs), NIA, SSF and Rifleman (GD) in Assam Rifles Examination, 2021.

2. The Assistant Directors should report to concerned Deputy Director / Consultant.

(K. Nagaraja)
Regional Director (SR)

Copy to:-

All Concerned.



File No.1/10/2014-SR
Dated : 15.12.2021

भारत सरकार
कर्मचारी चयन आयोग (विधिया बोर्ड)
कार्मिक, लोक शिकायत और पेंशन मंत्रालय,
दूसरी भवित्व, ई. वी. के. संपत विलिंग्स,
कॉलेज रोड, चेन्नई-600006.

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public
Grievances & Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai – 600 006.

OFFICE ORDER

Consequent upon joining of Shri R. Mathiarasan and Shri R. Saravana Kartheesan, Assistant Section Officers, the allocation of work between them is as under with immediate effect and until further orders :-

S. No.	Name of the Officer	Sphere of Responsibility	Reporting Officer(s)
(i)	Shri R. Mathiarasan Assistant Section Officer (RM)	(i) All Tiers of Open Examinations other than Selection Post; (ii) Minor Exam; (iii) Skill Test; (iv) Facilitation Counter & Helpline matters; (v) PET/DME of SI in CPOs; (vi) Related RTI Matters.	AD-Exam(LM)/ Consultant/ DD-I
(ii)	Shri R. Saravana Kartheesan Assistant Section Officer (RSK)	(i) Establishment/Administration and all reports including Monthly D.O letter to Chairman (ii) Court Cases and all reports (iii) Related RTI Matters	AD(JN)/DD-II AD(JN)/DD-I AD(JN)

(K. Nagaraja)
Regional Director (SR)

Copy to all Officers concerned.



File No. 1/ 1/2022-SR

Dated: 06.01.2022

भारत सरकार
कर्मचारी धन्यवाच (दक्षिण क्षेत्र)
कार्मिक, लोक शिक्षायत और पेंशन मंत्रालय,
दूसरी मणिल, ई. वी. के. संपत्ति बिल्डिंग,
कॉलेज रोड, चेन्नई-600006.

Government of India
Staff Selection Commission (SR)
Ministry of Personnel, Public Grievances &
Pensions,
2nd Floor, EVK Sampath Building,
College Road, Chennai – 600 006.

OFFICE ORDER

Consequent upon joining of Sh. P. Muralidharan, Assistant Section Officer, the work relating to Document verification of all open exams and skill test is allocated to him with immediate effect and until further orders.

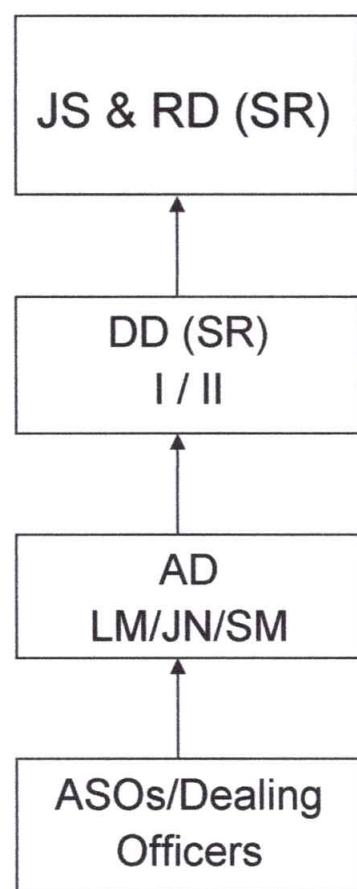
2. He is directed to report to AD(SM) and AD(LM) in respect of Document verification and skill test respectively.
3. Accordingly, the skill test work assigned to Shri R. Mathiarasan, ASO vide this Office Order dated 15.12.2021 is modified to the extent that it will be looked after by Sh. P. Muralidharan, ASO with immediate effect and all other contents of the order dated 15.12.2021 will remain same.


(K. Nagaraja)
Regional Director (SR)

Copy to all officers concerned.

STAFF SELECTION COMMISSION (Southern Region)

THE HIERARCHY OF CHANNEL OF SUBMISSION



No.5/3/2021-22/SR
MONTHLY EXPENDITURE UNDER DEMAND NO. 073, MAJOR HEAD 2051
UPTO 28th February, 2022

In ₹

Head	Budget Allocation	Revised Estimate	Expenditure up to previous month.	Expenditure incurred up to February, 2022	Receipts during the month	Progressive Total	Balance
(1)	(2)			(3)	(5)	(6)	(7)
01.01.01 SALARY	22000000	20252000	1,82,62,334	1937906	0	2,02,00,240	51,760
01.01.02 WAGES	0	0	0	0	0	0	0
01.01.03 O.T.A	0	0	0	0	0	0	0
01.01.06 MEDICAL	700000	700000	2,14,570	371	0	2,14,941	4,85,059
01.01.11 D.T.E.	50000	50000	37,500	7397	0	44,897	5,103
01.01.13 O.E	800000	800000	5,72,245	1,04,389	0	6,76,634	1,23,366
01.01.14 Rent Rates & Taxes	1900000	1900000	10,66,462	696839	0	17,63,301	1,36,699
01.01.16 Publication	100000	100000	90,259	0	0	90,259	9,741
01.01.28 P.S	17100000	17400000	98,07,232	5552555	0	1,53,59,787	20,40,213
01.99.50 I T	300000	300000	2,27,468	20448	0	2,47,916	52,084
01.96.13 SAP (OE)	50000	50000	22,119	22250	0	44,369	5,631
01.01.20 O.A.E.	100000	50000	0	0	0	0	50,000
TOTAL	4,31,00,000	4,16,02,000	3,03,00,189	83,42,155	0	3,86,42,344	29,59,656

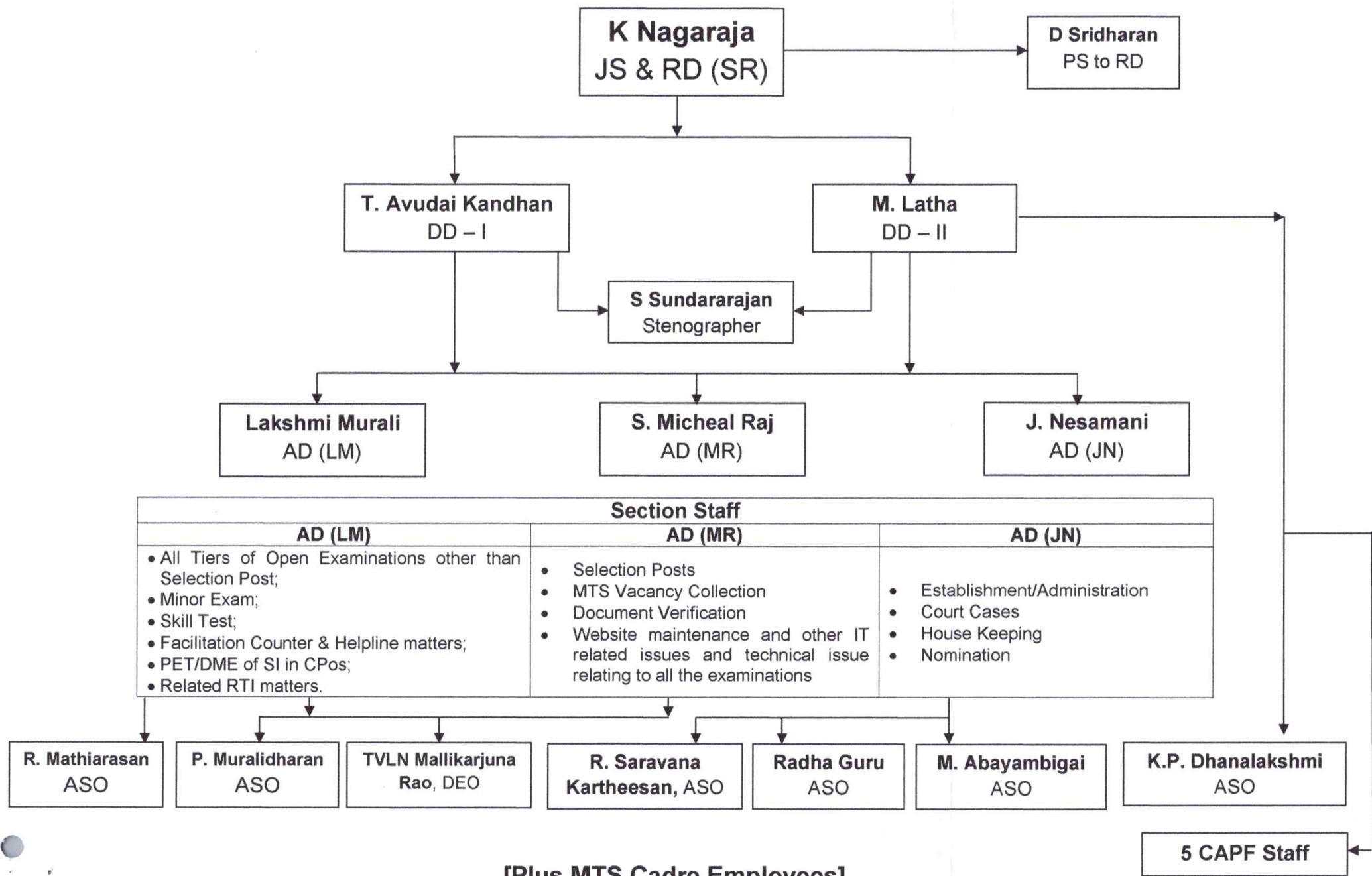
ANNEXURE IV

**STAFF SELECTION COMMISSION
SOUTHERN REGION, CHENNAI**

Expenditure Incurred under the Head D.T.E. from 01.04.2021 to 28.02.2022

S No.	Name	Designation	Place	Amount
1.	Shri T. Avudai Kandhan	Deputy Director	New Delhi - Chennai	20,672
2.	Shri K. Nagaraja	RD(SR)	Mysuru	24,225
	Total			44,897

STAFF SELECTION COMMISSION (Southern Region) ORGANISATION CHART



ORGANISATIONAL STRUCTURE

- 1.17 The Headquarter of the Staff Selection Commission is located at New Delhi. The Commission is headed by a Chairman of the rank and status of Secretary/ Additional Secretary to the Government of India. He is assisted by two Members of the rank and status of Joint Secretary to the Government of India, a Secretary-cum-Controller of Examinations and other officers and staff. There are at present, one Director, four Deputy Secretaries, one Deputy Director (Official Language), 13 Under Secretaries and 114 supporting staff working at SSC-HQ for discharging the duties and responsibilities of the Commission. An Organization Chart of SSC-HQ as on 30-07-2021 is given at **Appendix-II** (Page-126). The functions of various Sections of the SSC-HQ are given at **Appendix-III** (Page-127).
- 1.18 For smooth conduct of examinations and for the convenience of candidates, the Commission has been provided with a regional set-up. At present there are nine Regional Offices at Bengaluru, Chandigarh, Chennai, Guwahati, Kolkata, Mumbai, New Delhi, Prayagraj, and Raipur. The Regional Offices are headed by Regional Director. The details of operative jurisdiction and functions of these Regional Offices are given at **Appendix-IV** (Page-150). The Commission may, with the approval of Department of Personnel and Training open more regional/ sub-regional offices of the Commission at such other places as it may consider necessary, with prior approval of the Central Government.