

Staff Selection Commission
Karnataka Kerala Region, Bangalore

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 Headquarters at New Delhi. It has a nationwide network of seven Regional Offices located at Prayagaraj, Bengaluru, Chennai, Guwahati, Kolkata, Mumbai and New Delhi, and two Sub-Regional offices located at Chandigarh and Raipur. The Regional and Sub Regional offices implement the policies and programmes of the Commission, which also include holding of examinations at various centers all over the country with the assistance of the concerned State Governments / UT Administrations.</p> <p>Regional Office located at Bengaluru has an operative jurisdiction of Karnataka Kerala Region(KKR) and is headed by the 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, 2012 and 17th February 2016 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.48000/- in the 6th CPC) except those posts which are specifically exempt from the purview of the Staff Selection Commission.2. To conduct examination 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/Region3. In particular, to conduct All India Open Competitive Examinations in a year, Viz:-<ol 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) Combined Hindi Translators Examination.(vi) Multi Tasking (Non-Technical) Staff and Havaldar (CBIC & CBN) Examination and(vii) Stenographers' Grade 'C' & 'D' Examination4. The Commission conducts three Limited Departmental Competitive

		<p>Examinations in a year for promotion from:</p> <p>(i) Multi-Taking Staff (MTS) to Lower Division Clerk (LDC) Grade.</p> <p>(ii) Lower Division Clerk (LDC) to Upper Division Clerk (UDC) Grade and</p> <p>(iii) Stenographers' Grade 'D' to Stenographer Grade 'C'</p> <p>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 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 to the above, the Commission also conducts non-mandated examinations on the specific directions of the Government of India.</p> <p>7. The Commission also conducts Annual Typing/Stenography Test for serving Government employees for the purpose of their confirmation/release of increment or any other specific requirement.</p> <p>8. The Commission performs such other functions as may be entrusted to it by the Central Government from time to time</p>
4 (ii)	Powers and Duties of its Officer and Employees	<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 employees of SSC(KKR) is at Appendix-I which illustrates the Duties of its Officers and Employees</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 (KKR) is as under:-</p> <p>Dealing Assistant → Assistant Director → Deputy Director → Regional Director. (Flow chart at Appendix-II)</p>
4 (iv)	Norms for Discharge of Functions	<p>(i) Vision and Mission statement of SSC</p> <p>(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.</p> <p>(b) To develop recruitment processes which will enable recruitment of manpower conducive for good governance.</p> <p>(c) To ensure total objectivity and impartiality in recruitment of personnel for the Government.</p> <p>(d) To provide suitable and adequate manpower in time to the User Ministries/Departments.</p> <p>(e) To assure the job applicants total satisfaction through zero errortolerance, timely results and immediate nomination.</p>

(iii) Details of Business Transacted by SSC

- (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 Government of India and their Attached and Subordinate Offices.
- (d) Conduct of Limited Departmental Examinations as entrusted by the Government.
- (e) Recruitment of certain posts under Government of India by Selection.
- (f) In addition to the mandated All India Competitive examinations, the Commission also conducts non-mandated examinations on the specific directions of the Government of India.
- (g) To process results of Selection Post Recruitment advertised by this Region.

(iv) Details of 'Citizens' or 'Clients'

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

(v) 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/client friendly, the Commission periodically reviews the same and introduces reforms. Some of the following initiatives taken by the Commission in this regard:-

- a) Introduction of online application System.
- b) Introduction of on-line collection of vacancies from User Departments.
- c) After implementation of the Mission Mode recruitment for filling up various vacancies in the Commission, User Departments have been mandated to conduct Document Verification/ further Appointment formalities of the candidates shortlisted in the final result of the Examinations. (As per existing procedure)
- (d) Introduction of online RTI Portal. This has resulted inefficient 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 of the Commission. This has resulted in quick disposal of grievances and effective monitoring.

4 (v)	Rules, Regulations, Instructions Manual and Records for Discharging Functions	<p>Rules/ Regulations/ Instructions for discharging functions</p> <p>This office 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 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 HQrs 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 & Budgetand 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 ofSSC (SR).

		<ul style="list-style-type: none"> (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 (KKR) and also in respect of Jr. Hindi Translators. (xiii) Telephone Directory of the Officers of SSC (KKR) of the Level of Under Secretary and above. (xiv) List of Officers/Officials of SSC (KKR) of the level of Section Officers/Equivalent and above. (xv) Organization Chart of SSC (KKR). (xvi) Records of Final Result of various All India Open Competitive Examinations. (xvii) Records maintained as per the Retention Schedule in SSC (KKR). <i>(Annexure-VI)</i> <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 Posts. (iv) Nomination of candidates to User Departments on the basis of final results of Selection Posts.
		<p>Nomination and Vacancy Collection</p> <ul style="list-style-type: none"> (i) Files relating to scrutiny of requisition proforma received from various User Departments for Recruitment to the post of Multi- Tasking (Non-Technical) Examination. (ii) Nomination of candidates to User Departments on the basis of final results of various open Examinations. (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> <ul style="list-style-type: none"> (i) Files relating to individual Court Case arising out of various open Examinations of the Commission including Recruitment of Constables (GD) Examination. <p>Skill Test</p> <ul style="list-style-type: none"> (i) Files relating to conduct of Skill Test for various Open Examination of Commission. <p>Post Examination records of the following Exam are held</p> <ul style="list-style-type: none"> (i) Combined Graduate Level. (ii) Combined Higher Secondary Level. (iii) JHT/SHT Examination. (iv) Junior Engineer Examination.

		<ul style="list-style-type: none"> (v) Delhi Police (SI) Exam. (vi) Stenographer Grade 'C' & 'D' Exam. (vii) Delhi Police Constable (Executive). (viii) Scientific Assistant in IMD Exam. (ix) Constable (GD) Examination. (x) Central Armed Police Forces Examination. (xi) MTS Examination (xii) Departmental Examinations.
		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 Staff Selection Commission is headed by a Chairman of the rank of Secretary / Additional Secretary to the Government of India and is assisted by two Members of the rank of Joint Secretary to the Government of India. The Commission shall be serviced by a Secretariat headed by a Secretary, who will also be the Controller of Examination with other supporting officers and staff of the HQ and by a Regional Network of offices established at various locations.</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 Prayagaraj, Mumbai, Delhi, Kolkata, Guwahati, Chennai, Bangalore, 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 Staff Selection Commission (Karnataka Kerala Region), First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore. Tel:080-25502520/25502530 Telefax: 080-25520653</p> <p>Shri C Ravindranath Reddy Deputy Director Staff Selection Commission (Karnataka Kerala Region), First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore Tel:080-25502520/25502530 Telefax: 080-25520653</p> <p>Shri Bulle Sunil Kumar Deputy Director Staff Selection Commission (Karnataka Kerala Region)\, First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore Tel:080-25502520/25502530 Telefax: 080-25520653</p>

Smt. R Lakshmi Prabha

Assistant Director
Staff Selection Commission (Karnataka Kerala Region),
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Tel:080-25502520/25502530
Telefax: 080-25520653

Smt. Seema Agarwal

Assistant Director
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First Floor, 'E' Wing, Kendriya Sadan,
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Tel:080-25502520/25502530
Telefax: 080-25520653

Smt. Meena Anil

Assistant Director
Staff Selection Commission (Karnataka Kerala Region),
First Floor, 'E' Wing, Kendriya Sadan,
Koramangala, Bangalore
Tel:080-25502520/25502530
Telefax: 080-25520653

Shri Ajmera Srinivas Naik

Assistant Director
Staff Selection Commission (Karnataka Kerala Region),
First Floor, 'E' Wing, Kendriya Sadan,
Koramangala, Bangalore
Tel:080-25502520/25502530
Telefax: 080-25520653.

Helpline Number

Staff Selection Commission (KKR),
First Floor, 'E' Wing, Kendriya Sadan,
Koramangala, Bangalore

080-25502520, 080-25520653 (Tele Fax),
E MAIL ID: enquiry.ssckkr[at]gmail[dot]com

SSC (HQ) Toll Free No:
18003093063

4 (x)

Monthly
Remuneration of
all the
Employees

Total Remuneration of all employees as on 31.01.2025 is
Rs. 19,88,602/-.

4 (xi)	Budget allocated, expenditure and reports on disbursements made etc.	Budget allocation for 2024-25 is Rs. 4.88 crores Monthly expenditure under Demand No. 074, Major Head 2051; Return for the month of January 2025 is attached at Appendix-III			
4 (xii)	Manner of Execution of subsidy Programmes	Not applicable			
4 (xiii)	Particulars of recipients of concessions, permits of 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 (KKR) website i.e. ssckkr.kar.nic.in Information Facilitation Centre First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore 080-25502520, 080-25520653 (Tele Fax), E MAIL ID: enquiry.ssckkr[at]gmail[dot]com SSC (HQ) Toll Free No: 18003093063			
4 (xvi)	Name, Designation and other particulars of Public Information Officers	Shri Ajmera Srinivas Naik	Assistant Director	Phone: Tel:080-25502520/25502530 Telefax: 080-25520653	Exam Tier-I, Exam Tier-II including PET/PST/DM E, Court cases
		Ms. Seema Agarwal	Assistant Director	Phone: Tel:080-25502520/25502530 Telefax: 080-25520653	Nomination, MTS Vacancy Collection, Official Language Administration, Establishment
		MS. Meena Anil	Assistant Director	Phone: Tel:080-25502520/25502530 Telefax: 080-	Selection Post, Skill Test

				25520653	
		Ms. R. Lakshmi Prabha	Assistant Director	Phone: Tel:080-25502520/25502530 Telefax: 080-25520653	Accounts
		Appellate Authority for Staff Selection Commission (Karnataka Kerala Region) Shri K Nagaraja Regional Director Staff Selection Commission (Karnataka Kerala Region), First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore Tel:080-25502520/25502530 Telefax: 080-25520653			
Suom otu disclo sure under sectio n (xvii)	Foreign and domestic tours	Foreign Tour Foreign Tour matter pertains to DoP&T Domestic Tour Information on expenditure incurred under DTE Head towards visits of Officers of Staff Selection Commision (KKR) for the period from 01.04.2024 to 31.01.2025 is at Annexure- V			



F.No. M.410001/01/2013-Estt

Dated: 18/12/2024

ಭಾರತ ಸರ್ಕಾರ
ಸಿಬ್ಬಂದಿ ನೇಮಕಾತಿ ಆಯೋಗ,
(ಕರ್ನಾಟಕ - ಕೇರಳ ಪ್ರದೇಶ),
ಮೊದಲ ಮಹಡಿ, 'ಇ' ವಿಂಗ್,
ಕೇಂದ್ರೀಯ ಸದನ, ಕೋರಮಂಗಲ,
ಬೆಂಗಳೂರು - 560 034.
ದೂರವಾಣಿ: 080-
25527342/25502520
ಟೆಲಿ - ಫ್ಯಾಕ್ಸ್: 080-25520653
ಅಂತರ್ಜಾಲ ಪುಟ:
<http://ssckkr.kar.nic.in>

भारत सरकार
कर्मचारी चयन आयोग
(कर्नाटक-केरल क्षेत्र),
प्रथम तल, ई-विंग,
केंद्रीयसदन, कोरमंगला
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फोन: 080-25527342 /25502520
टेली फ़ैक्स: 080-25520653
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OFFICE ORDER

Consequent upon promotion of Shri A. Srinivas Naik as Section Officer, and joining of Shri Sumit, DEO and Shri Naresh Meite, ASI and relieving of Shri Ravi Kovvada, ASI, the revised work allocation of the officers of SSC (KKR) till further orders is as below:

Shri C. Ravindranath Reddy Deputy Director (Admn) Link Officer: Shri B. Sunil Kumar, Deputy Director (Exam)	Smt Seema Agarwal, AD Link Officer: Smt. R. Lakshmi Prabha, AD	a) Administration b) Establishment c) Nomination d) MTS Vacancy Collection e) Official Language	1. Shri V. Venkataramana, ASO (Admn & Estt.) 2. Shri Abhilash, ASO (Nom & Vacancy Collection & Skill Test) 3. Shri Nitin Tyagi, ASI (Hindi) 4. Shri M. Ramesh Babu, SCD (Dairy- Dispatch) 4. Shri H.B. Shivakumar, MTS 5. Shri Suresha, MTS
	Smt. R. Lakshmi Prabha, AD Link Officer: Smt. Seema Agarwal, AD	a) Accounts & DDO b) Outreach Programme	1. Shri Ismail Zabiulla, Insp (Accounts) 2. Shri Narsimha, MTS

	Smt. Meena Anil, AD Link Officer: Smt. Seema Agarwal, AD	a) Selection Post b) Skill Test	1. L. Naresh Meite, ASI (Selpost) 2. Shri Ashish Kumar Nayak, MTS
Shri B. Sunil Kumar, Deputy Director (Exam) Link Officer Shri C. Ravindranath Reddy, Deputy Director (Admn)	Shri Ajmera Srinivas Naik, AD	a) Examination (All Tiers) b) Legal	1. Smt Tithi Basor, ASO 2. Shri Nitin Tyagi, ASI 3. Shri Sumit, DEO 4. Ms. Selma, Young Professional 5. Shri Pashupathy 6. Ms. Niya Nelson

1. MTS and Young Professional are required to attend work for all sections as and when need arise.
2. Shri Yaswanth, MTS will attend duties of section in which any regular MTS is absent.
3. Concerned Sections are responsible for monitoring and sending replies to Enquiry mails.
4. All ADS will submit files to Regional Director through respective Deputy Directors. Both the DD's will submit file Directly to RD. All concerned ADs will be CPIO of their respective Sections.


 K. Nagaraja
 Regional Director

To,

1. PA To RD
2. All DD's/AD's
3. All Concerned Staff
4. Officer Order File



ಭಾರತ ಸರ್ಕಾರ
ಸಿಬ್ಬಂದಿ ನೇಮಕಾತಿ ಆಯೋಗ,
(ಕರ್ನಾಟಕ - ಕೇರಳ ಪ್ರದೇಶ),
ಮೊದಲ ಮಹಡಿ, 'ಇ' ವಿಂಗ್,
ಕೇಂದ್ರೀಯ ಸದನ, ಕೋರಮಂಗಲ,
ಬೆಂಗಳೂರು - 560 034.
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ಅಂತರ್ಜಾಲ ಪುಟ: <http://ssckkr.kar.nic.in>

भारत सरकार
कर्मचारी चयन आयोग
(कर्नाटक-केरल क्षेत्र),
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Government of India
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OFFICE ORDER

In pursuance of Dopt order No.4/1/2024-CS.I(D) dated 13.11.2024 and SSC (Hqrs) Office Order No.A-19013/1/2022-Estt dated 18.11.2024 and on being relieved from SSC(SR) on 18.11.2024(FN) vide Office Order No.2/9/2018-SR dated 19.11.2024, Shri. K Nagaraja, joint Secretary (in-situ) has taken over the charge of Regional Director of SSC(KKR) on 18.11.2024 (FN) and has been taken on the strength of SSC(KKR).


(C. Ravindranath Reddy)
Deputy Director

Copy to:

1. Pay & Accounts Office, Ministry of Personnel, PG and Pensions, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
2. Under Secretary (Establishment), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003.
3. Under Secretary [CS.I(D)], Department of Personnel and Training, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
4. The Officer concerned.
5. All ADs/DDs/PA to RD.
6. Accounts Section (with one spare copy)
7. Personal File/service Book/Office Order File/Guard File.





File No.-M-410001/01/2013-ESTT.
Dated:29/07/2024

कर्मचारी चयन आयोग,
(कर्नाटक-केरल क्षेत्र),
प्रथम तल, 'ई' स्कंध, केंद्रीय सदन,
कोरमंगला, बेंगलूरु - 560034.
फोन: 9483862020, 080-25502520
फैक्स: 080-25520653
ईमेल:- rdsckkr@nic.in

Staff Selection Commission,
(Karnataka - Kerala Region),
First Floor, 'E' Wing, Kendriya Sadan,
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Phone: 9483862020, 080-25502520
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OFFICE ORDER

On promotion of Shri B Sunil Kumar, as Deputy Director and Smt. Meena Anil as Assistant Director and on relieving of Shri Sahas, Assistant Director, who proceeded on deputation the revised work allocation of the officers working in SSC(KKR) till further orders is as below:

Shri C Ravindranath Reddy, Deputy Director, DD(Admn) Link officer- Sri Sunil Kumar, Deputy Director (Exam)	Smt Seema AD Link officer- Smt Lakshmi Prabha, AD	a) Administration b) Establishment c) Nomination & d) MTS Vacancy Collection e) Hindi	a) Shri A.S. Naik, ASO (Nomn) b) Shri Venkataramana, ASO c) Shri Tyagi, ASI (Hindi) d) Shri Shivakumar, MTS e) Shri Suresha, MTS
	Smt Lakshmi Prabha, AD Link officer-Smt Seema, AD	a) DDO b) Accounts Section c) Outreach Programme	a) Shri Ismail, Inspector b) Smt Rajani, Young Professional c) Shri Narasimha, MTS
	Smt Meena Anil, AD Link officer-Smt Seema Aggarwal AD	a) Selection Post b) Skill Test	a) Shri A.S. Naik, ASO (Skill Test) b) Shri Ashish, MTS
Shri Bulle Sunil Kumar, Deputy Director (Exam) Link officer- Shri C Ravindranath Reddy, DD (Admn))	Vacant	a) Examination (Tier-I) b) Examination (Tier-II) (including PST/PET & DME) & c) Court Cases	a) Shri Abhilash, ASO b) Ms. Thithi Basoor, ASO c) Shri Ravi Kovvada, ASI d) Shri Tyagi, ASI e) Shri Likith, Young Professional f) Shri Pashupathi, MTS g), Ms. Niya Nelson, MTS (Above officials shall report to DD(Exam) directly

- a) Shri Ramesh Babu, SCD will attend to the Reception, Diary and Dispatch work.
- b) Both Young Professionals and all MTS are required to attend the work of all sections, as and when need arises.
- c) During the exam days all the MTOs/Young Professionals will attend to work of Exam section
- d) Concerned ADs are responsible for monitoring and sending reply to enquiry mails.
- e) Shri Yaswanth, MTS will attend duties of the section wherever regular MTS is on leave

All Assistant Directors will submit the files put up by staff to RD through Deputy Directors. Both the Deputy Directors will submit the files to the RD directly. All Assistant Directors/dealing hands will submit the files to Link officer in the absence of their AD.

All ADs are CPIO for their respective section. DD(Exam) will be CPIO for Exam section until AD(Exam) joins the post

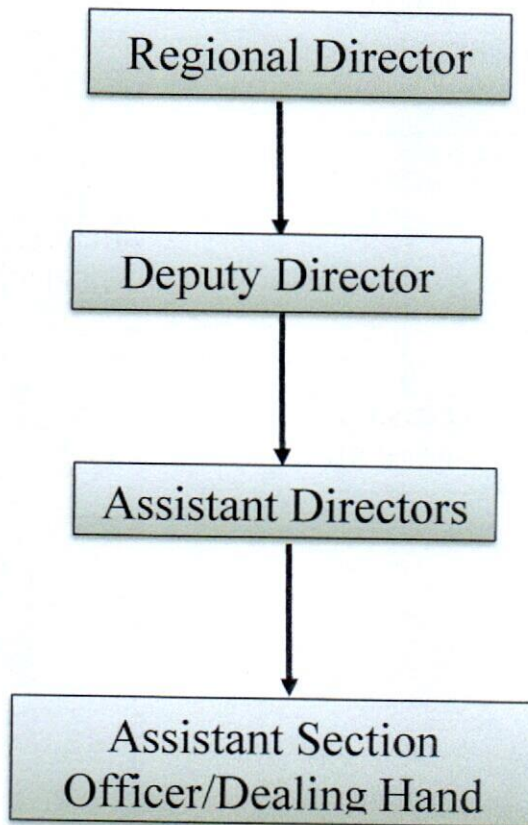
All ADs are required to brief the pending work in their section to the concerned DDs as per work allocation.

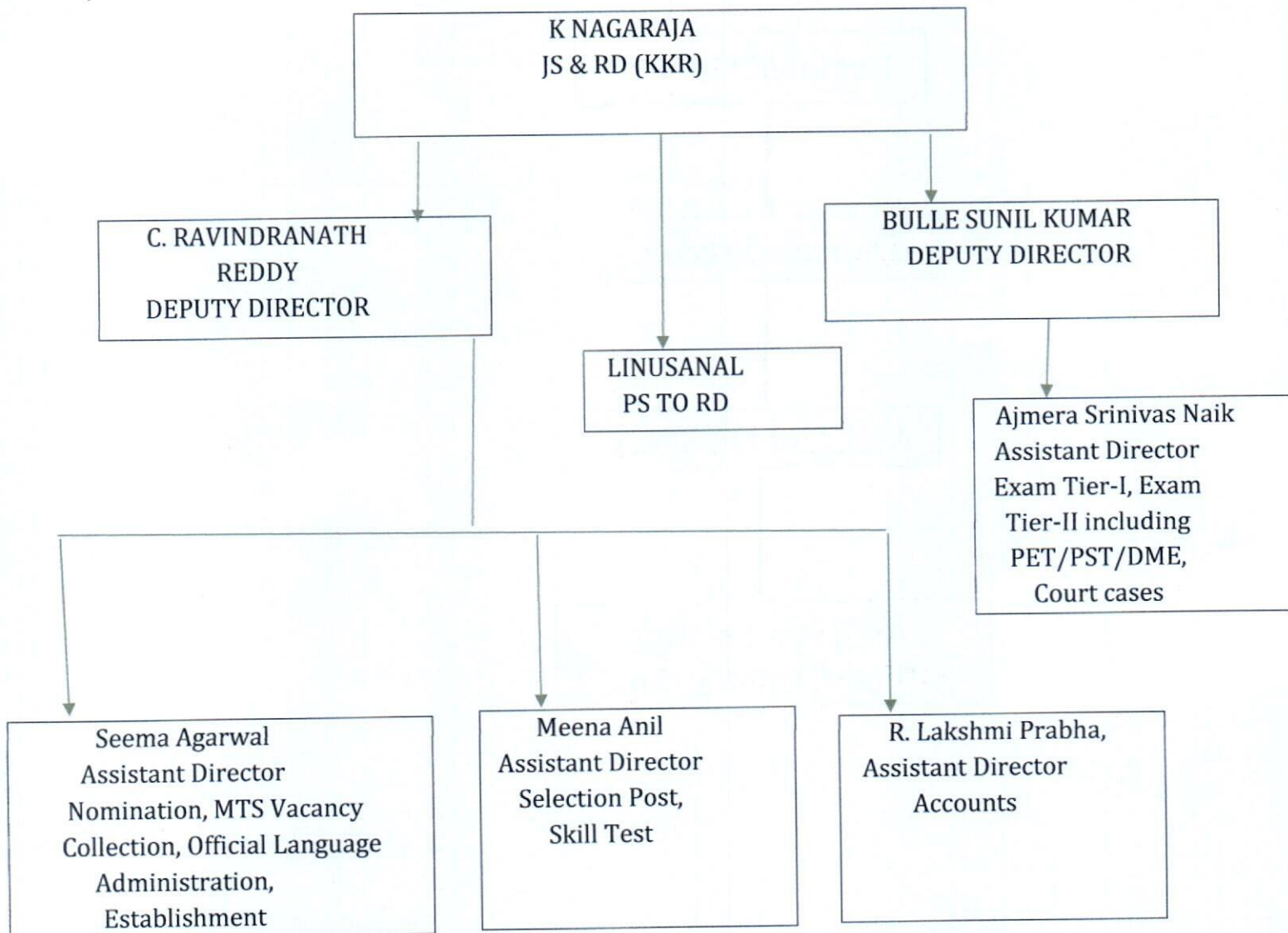
dw
(S.N. Girish) 29.7.24
Regional Director

To

1. PA to Director
2. All DDs/ADs
3. All concerned staff
4. Office order file

STAFF SELECTION COMMISSION (Karnataka Kerala Region)
THE HIERARCHY OF CHANNEL OF SUBMISSION (as on 01.01.2025)



STAFF SELECTION COMMISSION (KARNATAKA KERALA REGION)**ORGANISATION CHART (as on 31.01.2025)**

**Expenditure statement till 31.1.2025
Staff Selection Commission -KKR**

Heads	Subject Head	Allocation after surrender	Expenditure till 31.1.2025	Balance	Percentage of Exp.
01.01.01	Salary	1,30,81,000	11715853	1365147	89.56
01.01.02	Wages	-	0	0	-
01.01.05	Rewards	1,14,804	114804	0	100.00
01.01.06	Medical Treatment	3,25,000	258039	66961	79.40
01.01.07	Allowances	1,08,50,000	9890706	959294	91.16
01.01.08	LTC	3,08,431	281555	26876	91.29
01.01.09	Training Expenses	1,65,265	165265	0	100.00
01.01.11	DTE	3,00,000	299848	152	99.95
01.01.12	FTE	-	0	0	-
01.01.13	OE	8,00,000	580757	219243	72.59
01.01.14	RRT	38,92,000	2451060	1440940	62.98
01.01.16	Printing and Publication	5,88,506	588506	0	100.00
01.01.18	Rent for others	5,00,000	456286	43714	91.26
01.01.19	Digital Equipment	1,50,000	55450	94550	36.97
01.01.24	Fuel and Lubricants / P.O.L				
01.01.26	Advertising & Publicity				
01.01.27	Minor Civil and Electric Works				
01.01.28	Professional Services	1,70,00,000	12993914	4006086	76.43
01.01.29	Repairs and Maintainance	50,000	16107	33893	32.21
01.01.39	Bank and Agency Charges				
01.01.49	Other Revenue Expenditure	50,000	45072	4928	90.14
01.96.13	SAP (OE)	1,20,000	114784	5216	95.65
01.25.51	Motor Vehicles	-	0	0	
01.25.52	Machinery Equipment	-	0	0	
01.25.71	Information, computer, Telecommunications (ICT) equipment	5,00,000	0	500000	-
01.25.74	Furniture & Fixture	-	0	0	-
01.25.77	Other Fixed Assets	-	0	0	-
Total		4,87,95,006	4,00,28,006	87,67,000	82.03

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 ಆರ್.ಲಕ್ಷ್ಮಿ ಪ್ರಭಾ/ಆರ್ ಲಕ್ಷ್ಮಿ ಪ್ರಭಾ
 R. LAKSHMI PRABHA
 ಸಹಾಯಕ ನಿರ್ದೇಶಕರು / ಸಹಾಯಕ ನಿರ್ದೇಶಕ
 ASSISTANT DIRECTOR
 ಸಿಬ್ಬಂದಿ ಸೇವಾಕಾರಿ ಆಯೋಗ / ಕರ್ಮಚಾರಿ ಚಯನ ಆಯೋಗ
 STAFF SELECTION COMMISSION
 ಬೆಂಗಳೂರು / ಬೆಂಗಳೂರು / BENGALURU

STAFF SELECTION COMMISSION				ANNEXURE-V
KARNATAKA KERALA REGION, BANGALORE				
S.NO	NAME	DESIGNATION	PLACE	AMOUNT
1	MEENA ANIL	ASSISTANT DIRECTOR	BANGALORE-NEW DELHI-BANGALORE	1653
2	TITHI BASOR	ASST. SECTION OFFICER	NEW DELHI-BANGALORE	84558
3	NITIN KUMAR TYAGI	ASI, BSF	BANGALORE-NEW DELHI-BANGALORE	17637
4	S.N. GIRISH	REGIONAL DIRECTOR	BANGALORE-ODISHA	150000
5	K. NAGARAJA	REGIONAL DIRECTOR	CHENNAI-BANGALORE	46000
			TOTAL	299848

R. Lakshmi
 सहायक निदेशक और आ.सं.अ.
 Assistant Director and DDO
 कर्मचारी चयन आयोग
 Staff Selection Commission
 बेंगलूरु / Bengaluru

HQ-RAO13/14/2023-R&A
Government of India
Department of Personnel & Training
Staff Selection Commission
Block No.12, CGO Complex, Lodhi Road, New Delhi

Dated : 24th March, 2023
29

ORDER

Subject : Revised Record Retention Schedule – Instructions – regarding

The Commission in its meeting held on 6th March and 7th March, 2023 deliberated on Record Retention Schedule formulated by the Committee constituted to review and revise the Handbook of Procedures.

2. A copy of the revised Record Retention Schedule duly approved by the Commission is annexed herewith for information and compliance by all concerned.
3. This modifies all earlier Orders / Instructions on the subject to the extent that they are in contravention with this Order.
4. This issues with the approval of the Commission.


(Anil Kumar
Roy)

Under Secretary (R&A)

To

1. Under Secretary (C-1/1), (C-1/2), (C-II), (P&P-I), (P&P-II), (QB), (Hall) (RHQ) (EDP) and (IT)
2. All Regional Offices

Copy for information to:-

- i. Office of the Chairman
- ii. Office of Member (AK)

- iii. Office of Member (S)
- iv. Office of Joint Secretary
- v. Office of Director (EDP)
- vi. All Deputy Secretaries of the Commission.

ANNEXURE

Record Retention Schedule

Policy Sections (P&P-1, P&P-II & RHQ):

S. No.	Subject/ Records	Section/Division	Retention period
1.	Policy Decisions/ Orders	P&P, RHQ	Permanent.
2.	Files related to Examination Notices	P&P, RHQ	<ul style="list-style-type: none"> • Permanent in the case of electronic files. • 3 years after declaration of results in the case of Physical files.
3.	Folders containing Notices issued year-wise	P&P, RHQ	<ul style="list-style-type: none"> • Electronic - Permanent • Physical - 3 years from the date of opening of files.
4.	Files related to vacancies	P&P, RHQ	<ul style="list-style-type: none"> • Electronic - Permanent. • Physical - 10 years after declaration of result, except where court case is pending.
5.	Representations on various issues	P&P, RHQ	3 years after disposal of the issue.
6.	Court Cases	P&P, RHQ	2 years after final order, when there is no appeal.
7.	VIP References	P&P, RHQ	1 year after reply
8.	Files relating to RTI Applications	P&P, RHQ	1 year after reply
9.	Files relating to opening of new examination centre	P&P-I	3 years
10.	Files relating to Examination Calendar/	P&P-I	3 years

Schedule

Note: The concerned Section, after expiry of the specified retention period, will review Class 'C' files and if required, may grant a further lease of life not exceeding a period of 10 years.

Confidential Sections of SSC-HQ (C-II, C-1/1, C-1/2, EDP, Confidential Hall, Question Bank Sections)

S. No.	Type of Record	Section/Division	Retention period
1	Sample copy of Question cum Answer Book	QB	<ul style="list-style-type: none"> Electronic - 25 years Physical - 10 years
2	Unused Question cum Answer Books	CH	To be destroyed at the examination centre itself. In case sent to the Headquarters by mistake, to be weeded out immediately.
3	Used Question-cum-Answer Books/ Scripts: <ol style="list-style-type: none"> i. Candidates who do not qualify in written part of the examination. ii. Candidates who qualified in written part of the examination and declared eligible for next Tier / Stage of the examination. iii. Candidates who are finally selected. iv. Pertaining to Court Cases. v. Pertaining to suspected/ malpractice/ impersonation cases, etc. 	CH	1 year from the declaration of result of Tier/ Stage concerned. 1 year from the declaration of result of Tier/ Stage concerned. 1 year from the declaration of final result. 5 years after final judgment of the court 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
4	Answer Keys used/ Correction in Answer Key	QB	<ul style="list-style-type: none"> Electronic - 25 years from the date of declaration of result of the Tier/ Stage concerned Physical - 10 years from the date of declaration

			of result of the Tier/ Stage concerned
5	i. Typed scripts and transcripts of candidates who appeared in type test/ shorthand test (including departmental examinations/ Skill Tests). ii. Typed Scripts pertaining to court cases. iii. Typed Scripts pertaining to suspected malpractices/ impersonation cases, etc.	CH	1 year from the declaration of final result. 5 years after final judgment of the court. 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
6	i. Photo bearing Attendance Sheets/ Seating Plan. ii. Photo bearing Attendance Sheets/ Seating Plan pertaining to court cases. iii. Photo bearing Attendance Sheet/ Seating Plan pertaining to suspected malpractices/ impersonation, cases etc.	CH	1 year from the declaration of final result. 5 years after final judgment of the court. 5 years or till pendency of investigation/ prosecution in the matter, whichever is later.
7	Interview proceedings, if any		3 years after the declaration of final result.
8	PET/ Medical/ Review Medical result sheets	Confidential Section concerned	<ul style="list-style-type: none"> • Electronic - 10 years from the date of declaration of final result. • Physical - 3 years from the date of declaration of final result.
9	i. Original mark list/ marks data of all examinations (Hard	EDP	40 years in all cases (for both electronic and physical records) from the

	copy/ CD, as received). ii. Files related to declaration of result. iii. Final Allocation List/ Detailed Result/ Final result. iv. Data file pertaining to result processing of intermediate and final result stage of examination.	EDP/ Conf. EDP/ Conf. EDP	date of declaration of final result.
10	Reports submitted by any Examination Functionaries/ officers deputed by the Commission.	CH/ Conf.	One year from the date of declaration of final result.
11	Representations/ complaints about any stage of examination, its result/ final result.	P&P/ RHQ/ Conf./QB/ EDP	1 year from the date of disposal or date of declaration of result, whichever is later.
12	Application Data including photo, signature and PDF copies of online applications (if generated)	IT/ Conf.	10 years from the date of declaration of final result.
13	Encrypted data of Computer Based Examination.	IT/ Conf.	3 years from the date of declaration of final result.
14	Candidates' Response data of Computer Based Examination.	IT/ Conf.	3 years from the date of declaration of final result.
15	Commission Copy of Admission Certificate, Photographs, thumb impression of Computer Based Examinations and of any other examination if captured (soft copy).	IT/ Conf.	3 years from the date of declaration of final result.
16	CCTV Footage	Conf-II	One year from the date of declaration of final result except where court cases are pending/the matter is under investigation.

For Selection Post Examinations:

S.	Retention/Preservation
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No	Type of Record	Period
1	Files related to Scrutiny Reports for various isolated Selection Posts	40 years in both types of files (electronic and physical) from the date of nomination of selected candidates to User Department(s).
2	Regional Director's Report of Selection Posts of which Interview/Computer Based Mode Written Examination has been conducted and also the approval of the Commission has been conveyed to the concerned Regional Office(s) for nomination of selected candidates to the User Department.	40 years in both types (electronic and physical) from the date of conveying the approval of the Commission to the concerned Regional Office(s).
3	Files related to Examination Notices	<ul style="list-style-type: none"> Permanent in the case of electronic files. 3 years after declaration of results in the case of Physical files.
4	Folders containing Notices issued year-wise	<ul style="list-style-type: none"> Electronic - Permanent Physical - 3 years from the date of opening of files.
5	Files related to vacancies	<ul style="list-style-type: none"> Electronic - Permanent. Physical - 10 years after declaration of result, except where court case is pending.
6	Files related to Drawing of Interviews scheduled for Open Examinations of which final result has been declared and selected candidates have been nominated/ allotted to User Department(s)	Two years from the date of declaration of final result of the concerned examination.
7	Files relating to Requisitions received from User Department for Selection Posts.	Two years after transfer of the requisitions to the concerned RDs/ ROs.
8	Files relating to correspondences received from User Department.	Two years after reply is sent to the User Department.
9	Old files relating to issue Advertisement to Group "B" Selection Posts.	Three years after advertising the vacancies
10	Control Register for Selection Posts.	Permanent

11	Board composition/ performance Appraisal of Interview Boards.	Two years after declaration of result
12	Files related to PET/ Medical Test etc. for which the final result has been declared and selected candidates have been nominated/ allotted to User Department(s).	• Electronic - 10 years from the date of declaration of final result. • Physical - 3 years from the date of declaration of final result.
13	Representations received from various applicants/ candidates on various issues, containing queries of different Selection Posts and Interviews of Open Examination etc.	3 years after disposal of the issue.
14	Files related to Right to Information Applications etc. (RTI) for which the complete desired information has been provided to the applicant(s) and no other/additional information is pending with the Section.	Three years after reply/ from the date of issuing the letter providing information except where there is an appeal pending.
15	Files related to Court Cases.	2 years after final order, when there is no appeal.

For Regional Offices:

S. No.	Type of Record	Retention/ Preservation Period
1	Application data including photo, signature and PDF copies of online applications (if generated)	Ten years from the date of declaration of final result.
2	Venue allocation data of candidates for various stages of Examination.	Three years from the date of declaration of final result.
3	Reports submitted by IO/ Venue Supervisors/ Flying Squad/ SSC Observers/ Reports submitted by any other examination functionaries.	One year from the date of declaration of final result except where court cases are pending/the matters are under investigation.
4	Commission copies of Admission Certificates of non-selected candidates (Commission copies of the selected candidates is made	Six months from the date of declaration of the final result.

	part of the dossier and forwarded to the User Departments).	
5	Nomination List and scanned copies of dossiers of nominated candidates.	Ten years from the date of declaration of final result.
6	Dossiers of non-selected candidates in the final result.	<ul style="list-style-type: none"> • Electronic - 5 years from the date of declaration of final result. • Physical - 2 years from the date of declaration of final result.
7	Dossiers of candidates figuring in the select list which are forwarded to the respective departments and are subsequently returned for lack of response to the offer of appointment.	Six months from the receipt of dossier or one year from the date of declaration of result whichever is earlier.
8	Dossiers of candidates figuring in the select list which are forwarded to the respective departments and are subsequently returned for want of vacancy.	As per instructions issued by the Commission separately in this regards or till final decision taken by the Commission in such cases.
9	Dossiers of candidates who figure in the Reserve List of results.	<ul style="list-style-type: none"> • Electronic - 5 years from the date of declaration of final result or till the validity of the Reserve List, whichever is later. • Physical - 2 years from the date of declaration of final result or till the validity of the Reserve List, whichever is later.
10	Dossiers of candidates involved in Court Cases.	One year after the matter is finally disposed of.
11	Master index and alpha register.	Five years from the date of examination.
12	All Allocation Lists/ Final Results/ Files relating to nomination of candidates to respective User Departments and files relating to declaration of results.	40 years
13	Representations/ complaints about any stage of examination, its result/ final result.	1 year from the date of disposal or date of declaration of result, whichever is later.
