

**DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA
KARKARDOOMA, DELHI-110092**

**INFORMATION UNDER RIGHT
TO INFORMATION ACT, 2005**

Organizational Structure

On the 50th Anniversary year of the Indian Independence, the Government of National Capital Territory of Delhi has instituted the Delhi Subordinate Services Selection Board vide a resolution dated 4th October, 1996. The Board has been incorporated with the purpose of recruiting capable, competent, highly skilled individuals by conducting written tests, professional tests and personal interviews wherever as desired. The Board shall hereby be committed to develop selection and recruitment procedures that confirm to the global standards in testing, and promise selections by all fair means, of the most competent, capable, and skilled individuals for user departments.

Resolution dated 4th October, 1996

On a careful consideration of the recommendations of the Services Department the Government of National Capital Territory of Delhi have decided to set up a Selection Board to be known as “Delhi Sub-ordinate Services Selection Board” hereinafter called the ‘Board.’

Constitution of the Board

The Board will be an attached Office of Services Department Government of National Capital Territory of Delhi, and will comprise of a Chairman, member (ad-hoc), Secretary and Controller of Examinations to be appointed on such terms and conditions as may be prescribed by the Government from time to time. The Board will be provided such supporting staff as may be considered necessary by the Government.

Functions

To start with the Board will select candidates for Group ‘B’ and ‘C’ posts in Municipal Corporation of Delhi including Delhi Electric Supply undertaking and New Delhi Municipal Council. The Board will, among other things, conduct examinations and hold interviews, whenever required in the selection process according to the relevant Recruitment Rules in accordance with Section 92 A of Delhi Municipal Corporation Act 1957 and Section 42 of the New Delhi Municipal Council Act 1994.

Take over recruitment of Gr. ‘B’ and ‘C’ posts in different departments of Government of National Capital Territory of Delhi (including Delhi police) and its autonomous bodies.

Duties and Responsibilities:

Chairman

The Chairman as administrative head of the Board will be responsible for:-

- i. Ascertaining from the departments, the number of Group 'B' & 'C' posts for which recruitment is to be made from time to time.
- ii. Inviting applications by means of advertisements.
- iii. Scrutinizing applications received in response to the advertisements.
- iv. Selection of candidates either by competitive examinations or interviews of candidates or by both.
- v. Submission to the departments concerned the names of the selected candidates.
- vi. Taking steps to ensure that in making recommendations. The departments will be able to discharge their obligations in respect of the recruitment of the members of the Scheduled Castes, Scheduled Tribes and Other Backward Classes
- vii. Maintaining records of selections made by the board.
- viii. Reporting an annual report of the activities of the Board to the Services Department.
- ix. Any other duty or duties entrusted by The Government from time to time.

Member (AD HOC)

Assists the Chairman in conducting examinations and interviews of candidates as and when necessary. He will sit in the interviews held by the Board as a member Expert or Chairman.

Any other duty or duties to be assigned by the Chairman, who can delegate any administrative or financial powers exercised by him.

Delegation of Power:

The Chairman of the Board will exercise the administrative and financial powers of the "Head of Department". The Board will also have a secretary who will exercise the powers of the "Head of Office".

Ordered that a copy of this Resolution be communicated to the Municipal Corporation of Delhi and New Delhi Municipal Corporation and also that the Resolution be published in the Gazette of Delhi.

Resolution dated 12th May, 2008

In partial modification of resolution dated the 4th October, 1996, the Government of National Capital Territory of Delhi have decided to restructure the

Delhi Subordinate Services Selection Board (hereinafter called “Board”) as under:-

1. **Constitution of the Board-** The Board shall continue to be an attached office of the Services Department and will comprise a Chairman, two Members, a Controller of Examinations, a Secretary and supporting staff.
2. **Functions** – The Board’s function, as at present, is to make recommendations for suitable candidates for Group ‘B’ and ‘C’ categories of posts, both technical and non-technical.
3. **Duties And Responsibilities of the Board, Chairman, Members, Controller or Examinations and Secretary** – The duties and responsibilities of the Board and its Chairman, Member, Controller of Examinations and Secretary shall be as given below:-

A – Board

The Board Shall –

- i. recommend suitable candidates for appointment in various departments of Government of NCT of Delhi and local bodies/PSUs under the direct recruitment quota to Groups ‘B’ and ‘C’ categories of posts;
- ii. be distinct from the Interview Committees. The Chairman, Members and other temporary Expert Members each may head Interview Committees separately. The Board can constitute such numbers of Interview Committees with such Members/Experts, as deemed fit;
- iii. make recommendation(s) of suitable candidate(s) within 180 days from the date of receipt of an indent for the vacant post(s) from the concerned department(s) bodies and PSU(s) of Government of NCT of Delhi. Delay(s) if any, shall be explained alongwith submission of the recommendation(s), giving necessary justification(s);
- iv. utilise state of the art techniques including I.T. enabled services for increasing its efficiency, effectiveness and transparency for evaluating candidates as deemed fit.
- v. consider the feasibility of Utilising the services of specialist agencies/human resource agencies available within the Government or from outside for (III) above;
- vi. perform any other related task entrusted to it subject to guidelines issued by the Government from time to time for making recommendations of candidates for vacant Group ‘B’ and ‘C’ categories of posts.

B – Chairman –

The Chairman of the Board-

- i. Will be primus inter pares in the Board and be a person of stature in the field of public services;
- ii. Will preside over Board meetings:

- iii. Will exercise administrative and financial powers of the Head of Department on behalf of the Board and take into account the recommendations of the Controller of Examinations and the Secretary of the Board:
- iv. May be appointed on deputation/re-employment/extension of service;
- v. To perform his/her duties for a period of five years in the Board withdraw the services of the Chairman at any time, without assigning any reason;
- vi. Shall, on the expiration of his/her term of office, be ineligible for re-appointment to that office.

C – Member –

- i. There will be two Members apart from the Chairman, one Member would preferably be a woman and other Member preferably from the reserved category or minority category;
- ii. Members will assist the Chairman in conducting examinations and other selection tests, including interviews of candidates, wherever necessary;
- iii. Members will perform such other functions as may be assigned to them by the Chairman;
- iv. Members will be persons of eminence in their respective fields;
- v. Members may be appointed on deputations/re-employment/extension of service;
- vi. A Member will perform his/her duties in the Board for a period of five years or till he/she attains 62 years of age, whichever is earlier. However, the Government of NCT of Delhi reserves the right to withdraw the services of a member at any time, without assigning any reason;
- vii. A Member shall, on the expiration of his/her term of office be ineligible for re-appointment in that office.

Note- The combined term of a member in case he/she were to become Chairman will also not exceed five years in the Board.

D- Controller of Examinations –

The Controller of Examination shall report to the Board and shall be responsible for all matters relating to examinations such as preparation of confidential papers, registration of candidates, conduct of examinations, evaluation, publication of results and issue of results. He shall recommend and also ensure the progress of upgradation and reforms of examination procedures subject to the approval of the Board. He shall also introduce and implement changes, retrofit, computerization, IT enabled objective type, scientifically

designed modules to make the examination procedure precise, scientific, fair and above all merit based. In particular, he/she shall be responsible for-

- i. ascertaining in advance the requirement of various departments, bodies and PSUs of the Government of NCT of Delhi so as to make recommendations within time and in the prescribed manner;
- ii. preparing schedule of examinations;
- iii. release of advertisements/vacancy circulars in the media;
- iv. scrutiny of application of candidates;
- v. conducting examinations, skill tests and/or interviews of candidates;
- vi. publication of results;
- vii. forwarding of list of recommended candidates to concerned departments/bodies/ PSUs within 180 days of the requisition received;
- viii. ensuring implementation of reservation in respect of members of the scheduled Castes, Scheduled Tribes, other Backward Classes and other categories as per guidelines/norms/circulars/notifications issued by the Government from time to time;
- ix. maintaining records of all examinations conducted by the Board;
- x. any other duty(s) responsibility(s) entrusted by the Board from time to time.

E – Secretary –

The Secretary of the Board shall report to the Chairman of the Board and shall-

- i. Exercise administrative and financial powers as Head of the office;
- ii. Assist the Chairman in the day to day functioning of the Board;
- iii. Submit an Annual performance Report on the major activities of the Board to the Services Department and other authorities as prescribed from time to time;
- iv. Perform any other duty(s) or responsibility(s) entrusted by the Board/Government from time to time.

The supporting staff strength of the Board Shall be raised from the existing 58 personnel to 121 personnel. The number of staff would be enhanced as per requirement from time to time.

The post of Chairman and two Members shall be created and notified after obtaining due approval/concurrence from the Ministry of Home Affairs, Government of India.

Information against Manual ix:-

The names and telephone numbers of the officers/officials posted in DSSSB cannot be disclosed to maintain secrecy and confidentiality in the Board.

Monthly remuneration of the officers/officials who are drawing pay from DSSSB as on October, 2013

S.No.	Name	Designation	Remuneration
1		Chairman/IAS	143279/-
2		Member-I/IAS	127452/-
3		Member-II/IAS	122268/-
4		Secretary	126065/-
5		Controller of Exam	63764/-
6		Dy. Secretary (Scrutiny)	72652/-
7		Dy. Secretary (Legal)	71728/-
8		Dy. Secretary (Admn.)	64380/-
9		Dy. Secretary (CC-II)	61608/-
10		Dy. Secretary (Secret Cell)	61608/-
11		A.D. Planning	65492/-
12		Programmer (IT)	62510/-
13		Account Officer	68494/-
14		Assistant Account Officer	42332/-
15		Statistical Officer	58304/-
16		Office Superintendent (RTI)	50802/-
17		Office Superintendent (CT)	48294/-
18		Office Superintendent(P&P)	46886/-
19		Office Superintendent(CC-II)	46402/-
20		Office Superintendent(CC-I)	45402/-
21		Office Superintendent (Exam)	41628/-
22		Office Superintendent (Legal)	40506/-
23		Assistant Programmer-I	44268/-
24		Assistant Programmer-II	44268/-
25		Sr. P.A.-I	51408/-
26		Sr. P.A.-II	51198/-

27		Sr. P.A.-III	51198/-
28		Gr.-II Steno-I	45192/-
29		Gr.-II Steno-II	45170/-
30		Gr.-II Steno-III	43344/-
31		Gr.-II Steno-IV	42344/-
32		Gr.-II Steno-V	40352/-
33		Asstt.-I	51198/-
34		Asstt.-II	48404/-
35		Asstt.-III	48338/-
36		Asstt.-IV	48338/-
37		Asstt.-V	41452/-
38		Asstt.-VI	41034/-
39		Asstt.-VII	41034/-
40		Asstt.-VIII	40508/-
41		Asstt.-IX	39912/-
42		Asstt.-X	39846/-
43		Asstt.-XI	39824/-
44		Asstt.-XII	39528/-
45		Asstt.-XIII	36803/-
46		Asstt.-XIV	36670/-
47		Asstt.-XV	36119/-
48		Stat. Asstt.-I	51242/-
49		Stat. Asstt.-II	48800/-
50		Gr.-III Steno-I	36656/-
51		Gr.-III Steno-II	28362/-
52		U.D.C. -I	40110/-
53		U.D.C. -II	33972/-
54		U.D.C. -III	33466/-
55		U.D.C. -IV	32168/-
56		U.D.C. -V	31002/-
57		U.D.C. -VI	30672/-
58		U.D.C. -VII	30188/-
59		U.D.C. -VIII	28576/-
60		U.D.C. -IX	28120/-
61		U.D.C. -X	28098/-

62		U.D.C. –XI	27724/-
63		U.D.C. –XII	27227/-
64		U.D.C. –XIII	26695/-
65		U.D.C. –XIV	26163/-
66		L.D.C.-I	36238/-
67		L.D.C.-II	30936/-
68		L.D.C.-III	30298/-
69		L.D.C.-IV	28273/-
70		L.D.C.-V	27856/-
71		L.D.C.-VI	26206/-
72		L.D.C.-VII	25194/-
73		L.D.C.-VIII	20324/-
74		L.D.C.-IX	19752/-
75		L.D.C.-X	19752/-
76		L.D.C.-XI	19752/-
77		L.D.C.-XII	19752/-
78		L.D.C.-XIII	18674/-
79		L.D.C.-XIV	18256/-
80		L.D.C.-XV	18146/-
81		L.D.C.-XVI	15827/-
82		Driver-I	29823/-
83		Driver-II	29823/-
84		Driver-III	28261/-
85		Peon-I	25489/-
26		Peon-II	25005/-
87		Peon-III	25005/-
88		Peon—IV	25005/-
89		Peon-V	25005/-
90		Peon-VI	22020/-
91		Peon-VII	18815/-

*** Names not mentioned to maintain the confidentiality of the officers in the Board.**

Budget Allocation for the year 2013-14

Head of Account Major Head 2051 G.1-Public Service Commission G.1(1) Staff Selection Commission G.1(1)(1)Staff Selection Board for Delhi Govt.	(Rupees in thousands) Budget Allocation	
	Plan	Non-Plan
G.1(1)(1)(1) SALARIES	38000	20990
G.1(1)(1)(2) WAGES	800	----
G.1(1)(1)(3) OTA	10	10
G.1(1)(1)(4) DOMESTIC TRAVEL EXPENSES	50	50
G.1(1)(1)(5) OFFICE EXPENSES	8440	--
G.1(1)(1)(6) PROF. SERVICES	1600	--
G.1(1)(1)(7) MEDICAL TREATMENT	800	450
G.1(1)(1)(8) OTHER CHARGES	75100	--
G.1(1)(1)(9) INFORMATION TECHNOLOGY	1200	--
Total	126000	21500

Information against manual xv:-

The following facilities are available to citizens for obtaining information under the RTI Act:-

- 1) Arrangements have been made at the Facilitation Counter of the Board at FC-18, Institutional Area, Karkardooma, Delhi-92 for receiving applications/requests seeking information under RTI Act, 2005
- 2) Applications/requests can also be sent by post along with the requisite fee directly to the PIO.
- 3) A request for obtaining information under sub section (1) of section 6 shall be accompanied by an application fees of Rs. 10/- by way of cash against proper receipt or by Indian Postal Order or bankers cheque or demand draft payable to the Accounts Officer of the public authority.
- 4) No such fee shall be charged from the person who is of below poverty line.

Information against manual xvi:-**Implementation of RTI Act, 2005**

The Board has implemented the RTI Act. APIO, PIO and the First Appellate Authority have been appointed for disposal of RTI cases. Details of the same are as under:

(1) First Appellate Authority/Secretary
II Floor
DSSSB
FC-18, Institutional Area, Karkardooma
Delhi-110092
Phone No. –

(2) Public Information Officer
III Floor,
DSSSB
FC-18, Institutional Area, Karkardooma
Delhi-110092
Phone No. –

(3) Asstt. Public Information Officer
Gr. Floor, RTI Cell
DSSSB
FC-18, Institutional Area, Karkardooma
Delhi-110092
Phone No. –