



No.F.4(100)/2012/P&P/NES/DSSSB/236-250

Date: 5/6/14

**NOTIFICATION**

**Amendment to Interview Policy dated 18/12/2013**

DSSSB has formulated an interview policy on 18.12.2013 for conducting interview for various posts. As per this policy assessment on the basis of academic achievement and experience wherever applicable will be done separately in the Secret Cell after interview of the candidates.


It has been observed while making academic assessment for various posts that verification of certain documents is either not properly done or not properly authenticated by the representatives of the user Departments. Further, the user Departments do not depute officers of appropriate seniority for checking of documents. It has also been observed from earlier experience of conducting Interview that the Interview board needs to be constituted at least one day in advance so that board members nominated for the Interview can be intimated through their head of organisation to deploy them for the purpose. Therefore, the Board has taken the following decisions:

- i. The user department shall depute atleast two Group 'A' officers on the interview day to assist in preliminary checking/ verification of the documents.
- ii. The officers/officials deputed shall invariably put their signature, name and designation on the check list and the recommendation thereon during the preliminary scrutiny.
- iii. Only those candidates, called for the interview, who do not fulfill qualification/experience very clearly in primary scrutiny, should not be allowed to appear. In case of doubt, matter should be brought before the Interview Board and Chairman. As a thumb rule, benefit of doubt should go to the candidate who has been called for interview.
- iv. After the interview, comprehensive checking/scrutiny of experience/qualification shall be done by the interview cell and for the same, user department shall be asked to depute sufficiently senior officer, preferably the HOD or the number 2 in the department to counter check the recommendation given by the departmental representative and authenticate the same. Subsequently the dossiers will be forwarded to Secret Cell for awarding Marks on the basis of qualification and experience and the marks awarded by the interview Board will be forwarded to CC-I/CC-II Cell for preparation of result.
- v. Secret Cell after awarding the marks on the basis of qualification and experience will forward the same to CC-II alongwith the dossiers of results.
- vi. In case where interviews have already been completed and there were discrepancies like no clear cut recommendation from the user Department with respect to experience and qualification, these cases should also be returned to interview cell for proper authentication of the officers of the user Department.
- vii. CC-II cell will again cross check and prepare the result.

Further, point 2 (a) of the Interview Policy dated 18/12/2013 is hereby amended as under:


*"The names of the panel of members, who may be nominated in the Interview Board, will be obtained atleast two days prior to the date of Interview and the Board will be constituted atleast one day before the date of Interview by the Competent Authority. The number of members nominated shall be greater than the requirement of panels."*

The aforesaid amendments in the Interview policy dated 18/12/13 shall be applicable for all Interviews to be conducted by the Board as a part of selection process.

  
(A.K. Yadav)  
Dy. Secretary (P&P)  
Date:

No.  
Copy to:

1. Chairman, DSSSB
2. Member-I/II, DSSSB
3. Secretary/COE/Addl. COE, DSSSB
4. All Dy. Secretaries/Branch Incharges, DSSSB.
5. System Analyst, DSSSB to upload on the website of the Board
6. Guard File.

  
(A.K. Yadav)  
Dy. Secretary (P&P)