

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III),
B-WING, 7TH LEVEL, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110 113
(<http://services.delhigovt.nic.in>)

DIARY NO. 2132
DATED 14.5.08
G. B. PANT HOSPITAL, N.D.

No. F.3 (24)/DSSSB/2008-S.III/1764. Dated 12 May, 2008

RESOLUTION

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 OF EXAMINATIONS AND SECRETARY-** The duties and responsibilities of the Board and its Chairman, Members, 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;

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- (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 service;
- (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;

... will perform his/her duties for a period of five years in the Board

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- 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 deputation / 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 to 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 Examinations 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 process of upgradation and reforms of examination procedures subject to the approval of the Board. He shall also introduce and implement changes, retrofit,

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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 applications 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) or responsibility(s) entrusted by the Board from time to time.

E - Secretary -

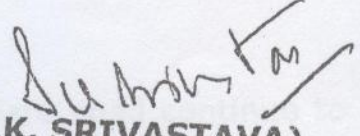
The Secretary of the Board shall report to the Chairman of the Board and shall-

- (i) exercise administrative and financial powers as Head of the office;
- (ii) assist the Chairman in the day to day functioning of the Board;

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- (iv) 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;
 - (v) 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.

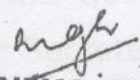

(S. K. SRIVASTAVA)
PRINCIPAL SECRETARY (SERVICES)

No. F.3 (24)/DSSSB/2008-S.III/1764

Dated 12 May, 2008

Copy forwarded to:-

- 01. The Secretary to Lt. Governor, Delhi.
- 02. OSD to Chief Secretary, Delhi.
- 03. All the Head of Departments of Govt. of NCT of Delhi.
- 04. The Commissioner, Municipal Corporation of Delhi.
- 05. The Administrator, New Delhi Municipal Council.


(SONIKA SINGH)
DEPUTY SECRETARY (SERVICES)