

## **Particulars of the Organization Functions and Duties**

### **THE UTTAR PRADESH SUBORDINATE SERVICES SELECTION COMMISSION RIGHT TO INFORMATION RULES -2014**

#### **1. Historical perspective-**

The institution of Uttar Pradesh Public Service Commission is present at Constitutional level for selection on various posts of state Civil Services/allied services and other so many services but owing to increased pressure on its working, difficulty was found regarding selection on group 'C' posts. In near past, selection on Group 'C' posts was being done under the direct supervision of the State Government but Head of the Departments had to devote much time for the selection on Group 'C' posts which was severely affecting Government works as well as the works of public interest. Due to all these reasons the State Government decided to establish an independent Uttar Pradesh Subordinate Services Selection Commission consisting of Chairperson and Members similar to that of Uttar Pradesh Public Service Commission for timely selection of able, worthy, hardworking personnel for appointment on certain Group 'C' posts below Group 'B' posts ensuring the quality of selection, its impartiality and transparency in selection in administrative departments of the state including posts in the Civil Secretariat and also to all Group 'C' posts in a Board or a Corporation or any other statutory body established by or controlled by the State Government. The present Uttar Pradesh Subordinate Services Selection Commission constituted under the provision of the U.P. Subordinate Services Selection Commission Act 2014.

The U.P. Subordinate Services Selection Commission was constituted at first in November, 1988 as U.P.S.S.S. Board with its head quarter at Lucknow. In 1990 it was converted into Commission. In the beginning its office was established in a rental house at Gomti Nagar Lucknow. In 1989 its office was transferred to Vikas Deep, 8th Floor Station Road, Lucknow and with increase in quantum of work, in 1991 it was shifted in its own office campus situated at Vibhuti Khand Gomti Nagar Lucknow at 5th Floor PICUP Bhawan, Lucknow. But due to unavoidable circumstances the Commission was first repealed in December, 1997 and in February 2006 it was again established by the Government but unfortunately it was again repealed on 2nd June 2007.

The newly constituted UPSSSC is progressing well and soon it will start the selection process by adopting the new computer technologies under the provisions of UPSSSC Act 2014.

The Commission consists of a Chairperson, such other members not exceeding eight, as the state government may appoint from time to time.

The working of Uttar Pradesh Subordinate Services Selection Commission is regulated under the provisions of U.P. Subordinate Services Selection Commission Act 2014.

## **2. POWERS AND DUTIES OF THE COMMISSION AND ALLOCATION OF BUSINESS UNDER THE PROVISION OF UPSSSC ACT 2014**

Under the provisions of U.P. Subordinate Services Selection Commission Act 2014, the commission shall have the following main powers and duties-

1.
  - a) To prepare guidelines on matters relating to the method of recruitment;
  - b) To conduct examinations, hold interview and make selection of candidates;
  - c) To select and invite experts and to appoint examiners for the purposes specified in clause(b)
  - d) To perform such other duties and exercise such other powers as may be prescribed.
  
2. In exercising the powers or performing the duties referred to in sub section (1), the commission shall be guided by such rules or regulations as may be made in this behalf.
  
3. The commission shall, with previous approval of the State Government, make regulations for the convenient transactions of its business, including performance of its functions by the Chairpersons or other Members or a committee thereof and the business transacted in accordance with such regulations shall be deemed to have been transacted by the Commission.

## **3. FUNCTIONS OF THE UPSSSC:-**

*Following are the functions of UPSSSC:-*

- a) **Recruitment of candidates**
  - i) On the basis of interview only
  - ii) On the basis of examination only
  - iii) On the basis of examination and interview only
  - iv) On the basis of screening test and interview (if needed)
  - v) On the basis of preliminary examination, main examination and interview (if needed)

## **4. EXAMINATION CONDUCTED BY THE COMMISSION**

The examinations will be conducted as per the requirement of the requisitions if provided in the service rules of such posts as per the provisions of UPSSSC Act 2014.

## **5. COMPOSITION OF THE COMMISSION:-**

Uttar Pradesh Subordinate Services Selection Commission is headed by the Chairperson and comprises of eight other Members. All appointed by the Governor of Uttar Pradesh in accordance with the provisions of U.P Subordinate Selection Commission Act 2014.

The present Composition of the Commission is as follows:-

<b>S.No.</b>	<b>Designation</b>	<b>Name</b>	<b>Joining date</b>	<b>Retirement date</b>
1.	Chairman	Shri Raj Kishore Yadav	11-11-2014	
2.	Member	Shri Suresh Chandra Yadav	01-12-2014	
3.	Member	Dr. Babita Devi Lathar	20-11-2014	
4.	Secretary	Shri K.K. Gupt	06-01-2015	

## **6. ORGANIZATION OF THE OFFICE AND FUNCTIONS:-**

1) The U.P Subordinate services Selection Commission Office is divided into various sections which are as follows:-

1. Establishment Section
2. Nazarat Section
3. Central receipt and Despatch Section
4. Account Section
5. Recruitment Section-1
6. Recruitment Section-2
7. Recruitment Section-3
8. Examination Section-I
9. Examination Section-II
10. Examination Section-III
11. Confidential Section-I
12. Confidential Section-II
13. Legal Section
14. Computer Section
15. Advertisement Section

2) A list of the subject dealt with in each of the above sections has been given below. The subject allotted to a particular section must always be dealt within that section. The list of subjects allotted to sections has been compiled as exhaustibly as possible but difference of opinion may still occasionally arise whether a particular receipt is meant for one section or for another. In such cases the receipt may be sent to the secretary who decides which section should deal with it.

3) If an upcoming letter deals with several subjects who concern several sections, the section which is concerned with the main subject will take it over and sent copies or extracts to the other sections concerned.

3.1) The rules, regulations, instructions, manuals and records hold by it or under its control or used by its employees for discharging its functions, are available in establishment section.

The works allotted to various sections of the Commission are as follows:

S.No.	Name of the Section	Allotted work/Department
1.	Establishment Section	Establishment work of UPSSSC
2.	Nazarat section	Works related to Nazarat
3.	Account Section	Account and budget work of UPSSSC.
4.	Central Receipt and Dispatch Section	Receive and Dispatch all works and other papers.
5.	Legal Section	Court Cases of Honorable High/ Supreme court
6.	Examination Section-I	Works related to written Examination
7.	Examination Section-II	Works related to written Examination.
8.	Examination Section-III	Works related to written Examination.
9.	Recruitment Section-I	Works related to selection by interview.
10.	Recruitment Section-II	Works related to selection by interview.
11.	Recruitment Section-III	Works related to selection by interview.
12.	Confidential Section-I	Works related to organize interviews in the matters of selection by interview.
13.	Confidential Section-II	Works related to organize interviews in the matters of Selection by written Examination/Interview both.
14.	Computer Section	Processing of Applications, Issue of Call Letters & other unidentified works
15.	Advertisement Section	Works related to advertisement

Each Section is headed by a section officer who is assisted by upper division and lower division assistant.

#### **7. Committees constituted by the Commission: -**

According to the provisions of the UPSSSC Act-2014.

#### **8. Committees constituted by the Chairman:-**

Under the provisions of section 8 of the UPSSSC Act 2014, committees or sub committees constituted by the Chairperson from amongst the members with or without one or more non-members as needed.

#### **9. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**

Not Applicable

**10. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-**

Not Applicable

**11. Particulars of recipients of concessions, permits or authorizations granted by it:-**

Not Applicable

**12. Details in respect of the information available or held by it, reduced in an electronic form:-**

Important information are available in website for the Commission <http://upsssc.up.nic.in>. Any candidate or person who wants to know information can see the Commission's website.

**13. The particulars of facilities available to citizen for obtaining Information:-**

The points given below may be noted while submitting requests seeking information under RTI Act.

- For receiving applications/ requests seeking information under RTI Act 2005, arrangements have been made at UPSSSC.
- Applications/requests can also be sent by post along with the requisite fee directly to the concerned Public Information Officer (PIO) in UPSSSC dealing with the subject. The name of PIOs is given in this website which may be consulted before forwarding the application to the concerned PIO.
- The requisite fee along with the application/request could be paid by way of cash against proper receipt at the Facilitation Counter on by Indian Postal Order in favour of Secretary UPSSSC payable at Lucknow Post Office. The fee may be paid by demand draft or banker's cheque drawn in favour of secretary, UPSSSC, Lucknow.
- The information regarding candidate's Admit-Card of the examinations, rejected cases, Key Answers of questions of examinations, results and marks of the candidates are being uploaded on the web-site of the UPSSSC to facilitate the candidates.

**RIGHT TO INFORMATION:-**

The particulars of facilities available to citizen for obtaining Information:-

The following may be noted while submitting request seeking information under RTI Act:-

- 1) For receiving applications/ requests seeking information under RTI Act 2005, arrangements have been made at UPSSSC.

- 2) Applications/request can also be sent by post along with the requisite fee directly to the concerned PIO in UPSSSC dealing with the subject. The name of PIOs is given in this website which may be consulted before forwarding the application to the concerned PIO.
- 3) The requisite fee along with application/ request could be paid by way of cash against proper receipt at the office of the commission or by Indian Postal Order in favour of Secretary UPSSSC, Lucknow payable at Lucknow Post Office. The fee may also be paid by demand draft or banker's cheque drawn in favour of Secretary, UPSSSC.

- Public Information Officer: Smt. Usha Porwal  
Private Secretary  
UPSSSC  
Phone 0522-2720814
  
- Appellate Authority : Shri Palbinder Singh  
Under Secretary  
UPSSSC  
Phone 0522-2720814