

IMPORTANT CIRCULAR

No. AN/1A/1057/SSC/Inspecting Officer duty

Date:23 /09/2011

To,

All IDAS in Main Office / Sub Offices.
All Sr. AO / AO in Main Office / Sub Offices.
All AAO / SO (A) in Main Office / Sub Offices.

Subject: - Making Panel of Inspecting Officers and Flying Squad for Competitive Examinations.

As we all know that Staff Selection Commission conducts the various competitive examinations for recruitment to various Group 'C' and Group 'B' (non-gazetted) posts in the Central Ministries, Departments, attached and subordinate offices of the Government of India.

The Staff Selection Commission is going to conduct various examinations for various Group 'C' and Group 'D' posts. For these examinations, the SSC wants to appoint Inspecting Officers and Flying Squads at each venue of Examination at Lucknow Centre.

For empanelment of Officers, the Officers should be a gazetted Group 'A' / Group 'B' Officers holding the Grade Pay of Rs. 4800/-, Rs. 5400/- or above and who are serving under this organisation and willing to perform the duty as an Inspecting officer and Flying officer at Lucknow Centre for SSC Exams. Duties of the Inspecting officer is enclosed with the instructions issued, may forward their name(s) in proforma enclosed to this office so that their names may be forwarded to the SSC (CR) Allahabad for empanelment as Inspecting Officers.

For empanelment of Flying Squad Leader, the Officer should be a gazetted Group 'A' Officer to the Government of India, holding the Grade Pay of Rs. 6600/- or above. Who fulfils these criteria for leading the Flying Officer may be empanelled by SSC. Duties of the Flying Squad Leader, is enclosed with the instructions issued, may forward their names(s) in proforma enclosed to this office so that their names may be forwarded to the SSC (CR) Allahabad for making empanelment as Flying Squad leaders.

The examinations are generally held in two shifts – forenoon, from 10.00 a.m. to 12.00 noon and afternoon – from 2.00 p.m. to 4.00 p.m. A remuneration of Rs. 750/- for double shift examination and Rs. 500/- for single shift examination shall be payable by SSC (CR) to the Inspecting Officer and the Squad member. For performing the duties of Flying Squad Leader, a remuneration of Rs. 1,000/- for double shift examination and Rs. 750/- for single shift examination shall be payable.

It may please be noted by all concerned and names of the volunteers may be forwarded to the Main Office (AN-1 A Section) latest by 30-09-2010 through FAX.

This IMPORTANT CIRCULAR is also available on our website www.pcdacc.gov.in.

Sd xxx
(Sandeep Thakur)
Dy. CDA (AN)

Copy to: -

The Officer I/c

Office Automation Cell
(Local)

-- For uploading in PCDA (CC) Website.

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(Sandeep Thakur)
Dy. CDA (AN)

Duties of the Inspecting Officer as per instructions issued by SSC

(CR)

Allahabad

Duties of the Inspecting Officer: - The Inspecting Officer has to check the identity of the candidates with reference to photo-bearing admission certificate issued to him/ her, seating arrangements made by venue supervisor, distribution of Question Papers and Answer Sheets as per instructions issued, prohibition of use / possession of cell/ mobile, calculators or any other electronic gadgets by candidates in the examination rooms / premises of examination venue, provision made for adequate arrangements for lighting, drinking water, toilet facilities etc. and to check use of unfair means and to see that the examination is being held in a fair and impartial manner.

Duties of Flying Squad as per instructions issued by SSC (CR)

Allahabad

Duties of Flying Squad: - The Flying Squad has to overview and supervise the conduct of examination as per instructions of the Commission and to take surprise inspection of examination venues so as to eliminate possibilities of use of unfair means by candidates and to hold the examination in a fair, impartial and smooth manner and to maintain credibility of examination. A Flying Squad consists of Squad Leader and two / three Squad Members.

STAFF SELECTION COMMISSION (CR)

**Proforma for enlisting names for forming Panel of Inspecting Officers /
Flying Squad Member and Flying Squad Leader**

01.	Name (in block letters)	:	
02.	Post held	:	
03.	Grade Pay / Pay Band	:	
04.	Office address (with PIN NO.)	:	
05.	Residential address (with PIN NO.)	:	
06.	Official and residential Telephone No. with E-mail Address	:	Telephone & FAX No. (Office) Mobile No. :..... E-mail:

Signature