



- The role of 'personnel' in 'administration' is crucial to its effective functioning & so 'personnel administration' is at the heart of Public Administration.
- If administration is the instrument at the hands of political executives who are responsible for the governance of the democratic country, the personnel constitute the pivot around which administration revolves.
- The broad goals of Public Administration, its functions and basis, policies and programmes, measures and methodologies, behaviour and action, its mission and vision and delivery system depend upon the personnel in administration.
- The total tone & quality of Public Administration is in fact dependent upon the personnel working in public offices and institutions.
- It is therefore, of utmost importance that attention is focus on personnel administration.
- While dealing with many integral aspects, the main question arises is "What kind of institution is required for it" ? - that is to say, who would plan for it, who recruits, selects and retains personnel who undertakes their deployment and development, who compensates, promotes and motivates, and other related aspects.
- It should be done as a part of an institutional arrangement, as a system and as a continuous management task.
- In Government of India, all these activities in relation to personnel are attended to by the Department of Personnel which is the Central Personnel Agency.
- Then there is the Union Public Service Commission, (UPSC) an advisory body which is assigned the task of recruitment and selection of personnel to civil services
- Similarly recruitment to lower level grades is done through Staff Selection Commission (SSC).
- Along with the peripheral & regulatory functions, modern states, have become a change agent, accelerator of economic development, prime mover of social advancement and upgrader of individual fulfilment and cultural enrichment.
- With the change in the - purpose & philosophy of the state; the functions of the govt have changed in terms of variety, complexity & universality.
- Due to the expansion of the governmental tasks, methodology of operation of the administration would have to acquire a new direction and orientation.
- To meet the legitimate urges and demands of the people, the govt must necessarily undertake

massive modernisation programmes and transformatory tasks, converting the old traditional administration to a development administration defined by Weidner as an action-oriented, change-oriented and goal-oriented administrative system

- In such an administrative arrangement, "personnel" is the most significant of the three inputs, the other two being "machinery" and "methods".
- Organisational refinement & procedural sophistication has limitations to improve the "delivery system"
- The personnel working on the machine and manipulating the methods can be made professional masters of their work.
- The whole administrative system depends for its effectiveness and ultimate success on its personnel sub-systems.
- For grooming such personnel, professionally, motivationally and culturally a sound organisational support system is necessary.
- Creation of such an institutional structure can be found in Central Personnel Agency (CPA).
- The CPA constitutes the nodal agency for authority which is the clearing house for all significant personnel activities.
- It gives unified central direction in formulating futuristic policies and also in planning other developmental & promotional programmes.
- 'The value & validity of such an institution lies in its professional approach, multidisciplinary orientation and expert staffing. apart from bold experimentation in structural patterns.

#### EVOLUTION OF DEPARTMENT OF PERSONNEL

- In a large & complex organisation of the Govt ,the personnel function of the central govt used to be performed by the Ministry of Home Affair through its services & Establishment Officer's Wings.
- The Home Ministry worked in close liaisoning with the Establishment Division of the Ministry of Finance which,was almost a joint-management exercise.
- The Union Public Service Commission, a constitutional authority set up under Article 315 of the Constitution, played a vital advisory role in this framework of Central Personnel Administration, besides making recruitment & selection' through examination and interviews for the higher civil services and posts under the Union Government.
- There were some other organisations & agencies, consultation with which was required for a comprehensive and effective management of personnel in government.

- This arrangement which continued till August 1970, made for division of responsibility & amounted to a lack of unified central direction in the matter of personnel.
- This emphasised the necessity of personnel functions being handled from a central direction, by a Ministry or Department which should be a focal point of direction and formulation, guidance and superintendence, evaluation and control.
- There was a need for making this Ministry/ Department fully responsible for day to day tasks & prospective, developmental programmes in the context of a changing environment of national goals & democratic socialist ideologies of a welfare state.
- It was the Estimates Committee of the 'Third Lok Sabha (1966) which for the first time advocated the creation of a single agency under the Cabinet Secretariat, responsible for regulation of the terms and conditions of civil services.
- It observed that "the ever expanding role of the government in a welfare state with its national concomitant of a large civil service, calls for effective personnel control through a single agency.
- In Britain also, at about the same time, the "Committee on Civil Service" under the chairmanship of Lord Fulton, after diagnosing the ills of multiple control and management system in the civil services in Britain suggested two major institutional changes :
  - i) The responsibility for recruitment and selection carried out by the Civil Service Commission should be brought together with other functions of central management within a single organisation.
  - (ii) The expanded & unified central management of the service should be made the responsibility of a new Civil Service Department created specifically for that purpose.
- These recommendations were accepted by the British Govt & accordingly the Civil Service Department was set up.
- In India the Administrative Reforms Commission (ARC) enquired into the various facets of public personnel administration in depth.
- The Deshmukh Study Team of the Commission which studied the machinery of the Govt of India and its procedures of work has pointed out that "the fashioning of an effective central personnel agency and the allocation to it of all functions of an overall character in the field of personnel administration is one of the most important reforms required in the machinery of the Government of India".
- It visualised that the Central Personnel Agency should come into being in the form of a Department of Personnel with a full-time & wholly independent secretary as its head.

#### VISUALISED PERSONNEL FUNCTIONS OF CENTRAL PERSONNEL AGENCY

#### STRUCTURAL BLUEPRINT

- To effectively undertake the above charter of tasks, the following structural blue-print for the CPA had been suggested:
  - i) A policy wing consisting of :– a policy formulation division & a policy implementation division.
  - ii) A career systems wing consisting of an appointments division dealing with key appointments, talent hunting & a cadre management division dealing with management problems of the IAS and centralised aspects of Central Secretariat Service.
- A development division for formulating development & training programmes.
- An inspection and housekeeping wing :– serving as the internal personnel office of the department.

#### ARC'S RECOMMENDATIONS ON DoPT

- The Administrative Reforms Commission (ARC) had generally agreed with the recommendations of the Deshmukh Study Team.
- The ARC's own recommendations in so far as Department of Personnel was concerned were as follows:
  - A separate Department of Personnel should be set up, with a full Secretary in charge who should work under the general guidance of the Cabinet Secretary.

#### RECOMMENDED FUNCTIONS

- Formulation of personnel policies on all matters common to the Central & All-India Services, inspection & review of their implementation;
- Talent hunting, development of personnel for "senior management" and processing of appointment to senior posts;
- Manpower planning, training and career development;
- Foreign assistance programme in personnel administration;

- Research in personnel administration;
- Discipline and welfare of staff and machinery for redress of their grievances;
- Liaison with the UPSC, State Govts, professional institutions, etc. & staffing of the middle-level positions of the centre (of Under-Secretaries & Deputy Secretaria) with the assistance of & on the advice of the Establishment Board.
- The Department of Personnel should not itself administer any service cadre. The administrative control of different service cadres should vest with individual Ministries and Departments concerned.
- The administration of the IAS, IPS & the Central Secretariat Service should be the responsibility of the Ministry of Home Affairs.
- The management of the Indian Economic Service & of the Indian Statistical Service should be transferred to the Department of Economic Affairs.
- The Cabinet Secretary should by convention be regarded as Secretary-General of the new Department of Personnel.
- He should be actively involved in the development of and selection for "senior management" but not in appointments below that level .
- The new Department of Personnel should be placed directly under the Prime Minister.
- An Advisory Council on Personnel Administration may be set up to act as a feederline of new ideas and thinking on personnel administration
- It should have official & non official experts drawn from all over the country
- The Establishment Board should be located in the new Department of Personnel and the Secretary of this Department should be its Chairman. The Board should deal with appointments only upto and including Deputy Secretary.
- On the acceptance of the recommendations of the ARC, the Department of Personnel was set up in 1970.
- It was then located in Cabinet Secretariat and functioned under Prime Minister – assisted by a Minister of State in the Department of Personnel.
- The question of location of Department was somewhat politicised issue, debated differently in different ,quarters.
- While the Study Team of the ARC (C.D. Deshmukh) suggested it being placed under the Ministry of Home affairs, the ARC recommended its placement under the Prime Minister directly, to enable it to function under the general guidance of the Cabinet Secretary who should be regarded by convention as Secretary General of the Department of Personnel.
- The Govt agreed with the ARC and lodged the Department in the Cabinet Secretariat where it remained till 1977, when, with the change of regime in the Central Government (from Congress Party to Janata Party) the Department was merged

with the Ministry of Home Affairs as one of its Departments "within the Ministry

- It again changed - from "within" to "under" the Ministry of Home Affairs as a separate Department in January, 1985.
- In March, 1985, the Department of Personnel became a full fledged Ministry of Personnel, Training, Administrative Reforms, Public Grievances, Pensions and Pensioners' Welfare under the overall charge of the Prime Minister assisted by a Minister of State for Personnel.

#### STRUCTURE OF THE MINISTRY

- The Ministry comprises three separate Departments viz.,
  - Department of Personnel & Training;
  - Department of Administrative Reforms and Public Grievances;
  - Department of Pensions and Pensioners' Welfare
- All the three departments are functioning under the charge of Secretary (Personnel) who is assisted by three Additional Secretaries, six Joint Secretaries and other supporting staff including Directors, Deputy Secretaries, Under Secretaries, etc.
- The Department of Personnel & Training has six wings
  - ❑ Policy & Planning Wing: Research in Personnel Administration; Liaison with expert institutions, Universities, Industries & Civil Services Department of Foreign Govts; Advice on Personnel Administration etc.
  - ❑ Training Wing: Formulation & Coordination of training policies for All India & Central Services; all establishment and training matters relating to the National Academy of Administration, Mussoorie, including Refresher Courses for IAS & other officers; training programmes sponsored at Indian Institute of Public Administration; liaison with training institutions within the country and abroad; National Training Policy; organisation of research/evaluation of training programmes, etc.
  - ❑ All India Services Wing: All matters relating to recruitment and post recruitment conditions of Service; framing and application of rules and regulations for the All India Services etc.
  - ❑ Establishment Wing: a All Establishment matters; Union Public Service Commission, Staff Selection Commission, State Public Service Commission ; Recruitment Rules; interpretation relating to Civil Service Rules and Regulations; determination of conditions of service for Civil Services etc.
  - ❑ Vigilance Wing: a Vigilance cases relating to officers of IAS, Indian Forest Service and some other Group 'A' services; disciplinary proceedings; Central Vigilance Commission (CVC) and State Vigilance Commission; establishment matters of Central Bureau of Investigation (CBI) and CVC; complaints of corruption relating to Central Ministries, State

Governments, Union Territories, commercial firms etc.

- ❑ Executive Officer's Wing: Processing of cases with the Appointments Committee of the Cabinet; all appointments of the Board of Management of the Public Sector Undertakings; Maintenance of Executive Record forms of IAS & Central Secretariat Service (CSS) officers; training of Central Secretariat Service Officers in State/Central Field Organisation; Training & Fellowship in Institutes in India and abroad; requests from Foreign Governments & International Organisations for Indian Personnel for service under them; Maintenance and proper custody of confidential reports of IAS and CSS (Gr.1 and Selection Grade) Officers; Middle Management; Senior Management; Career Management, etc.

#### ROLES & FUNCTIONS

- It is the central agency responsible for policy formulation and coordination of all activities in the sphere of public personnel management, including administrative vigilance, training, staff welfare, machinery for joint consultation and compulsory arbitration, reservation of scheduled castes and tribes and other categories in the civil services, administrative reforms, public grievances, and pensions.
- The Department does the rule-making job for the various all-India and central services, which include final interpretation of regulations in cases of doubt and also the overview of implementation and cadre management.
- It also concerns itself with developmental aspects of the civil servants through training (inside and outside the country), career management through experience-cum-productivity oriented deployment, deputation and assignments, applied & futuristic research on personnel policy & planning besides performing promotional functions by instituting objective rewards & punishment systems, conflict-management mechanisms and need-based employee-welfare schemes.
- It controls IAS and Central Secretariat Services and looks after all administrative matters relating to Central Vigilance Commission (CVC) Central Bureau of Investigation (CBI), Administrative Tribunal, Union Public Service Commission, Staff Selection Commission and Indian Institute of Public Administration (IIPA).
- It also oversees the functioning of Lal Bahadur Shastri National Academy of Administration, Mussoorie and Institute of Secretariat Training and Management, New Delhi.

#### SOME IMPORTANT DECISIONS

- Option of voluntary retirement to government employees after 20 years of service with 5 years additional service benefit.
- National Management Programme for Officers of Central/All India Services, of Public and Private

sector executives in cooperative endeavour with four Indian Institutes of Management (Ahmedabad, Bangalore, Calcutta & Lucknow) and Xavier Labour Relations Institute, Jamshedpur

- Complete restructuring of the Pension scheme of Central Government which enables payment of pension and other benefits/dues by the date of retirement.
- The experiments of holding Pension Adalats and Shikayat Adalats for on-the-spot settlement of grievances of retired staff and others aggrieved.
- Special Recruitment drive for Scheduled Castes and Scheduled Tribes so as to wipe out the backlog of vacancies
- The role of the Ministry, in the emerging context of modern day requirements of a democratic state should not lie just in the maintenance of status quo but in the building of a planned system where the best in the society gets attracted towards Civil Services.

#### EVOLUTION OF PUBLIC SERVICE COMMISSION

- Govt of India Act, 1919, for the first time recognised the need for the setting up of a Public Service Commission in India.
- It was of the view that an expert body, free from political interference should be set up, entrusted with the task of recruitment of civil servants and regulation of their service matters.
- The objective of the Public Service Commission as indicated in the Act (section 96c) was to "discharge in regard to recruitment and control of the public services in India,
- Functions as may be assigned thereto by rules made by the Secretary of State in Council'
- In 1924, the Lee commission recommended that the Statutory Public Service Commission contemplated by the Government of India Act 1919, should be set up without delay with the following functions:
  - Recruitment of personnel for the public services & the establishment of proper standards of qualification for admission to these services.
  - Quasi-judicial functions connected with the disciplinary control and protection of the services.
- It took till 1926 that the Public Service Commission was set up, consisting of four members in addition to the Chairman. The functions of the Commission were advisory in nature.
- The Public Service Commission (Function) Rules of 1926 provided that the Commission be consulted on matters connected with recruitment to All-India and Central Services, Class-I, Class-II determining qualifications for recruitment by selection & syllabus for examination promotion & disciplinary matters of these services pay & allowances, pensions, provident or family pension, funds, leave rules & conditions of service of these services.

- The Lee Commission did not suggest for the establishment of similar Commission in the provinces
- The first Round Table Conference held in London in 1930, the British Govt in its, Constitutional proposals of 1933 and the Joint Committee on Indian Constitutional Reforms (1933-34) emphasised the establishment of Public Service Commission in provinces in addition to the Federal Public Service Commission.
- These suggestions found a concrete shape in the Government of India Act 1935 which envisaged a Public Service Commission for the Federation and a Provincial Public Service Commission for each province or group of provinces.
- They had to conduct the examinations for appointment to the public services & the govt was under an obligation to consult the commission on major matters concerning their conditions of service.
- With effect from 1st April, 1937, the then Public Service Commission at the Centre became the Federal Public Service Commission (FPSC).
- With the promulgation of the Constitution of India on January 26, 1950, the Federal Public Service Commission came to be known as the Union Public Service Commission (UPSC).
- The objectives of the UPSC, in broad terms are: to conduct written examination & interview for the purpose of appointment to a specified group of civil services & posts of the Govt of India to advise the Govt in matters of framing rules in regard to methods of recruitment, principles of promotion, disciplinary aspects, certain conditions of services such as disability pension etc.
- One-half of the members of every Public Service Commission should be persons who have held office for-at least ten years either under the Govt of India or under the Govt of State.
- A member of a Public Service Commission holds office for a term of six years from the date on which he enters upon his office or until he attains, in the case of Union Public Service Commission, the age of 65 years & in the case of a State Public Service Commission or a Joint Commission, the age of 60 years, whichever is earlier.
- On the expiry of the term of office, a person who held office as a member of the Public Service Commission is ineligible for re-appointment to that office.
- The Chairman of the UPSC shall be ineligible for further employment under the Govt of India or Govt of any State.
- However, on ceasing to hold office, the Chairman of a State Public Service Commission would be eligible for appointment as Chairman or as any other member of the Union Public Service Commission but not for any other employment.
- Similarly, a member other than the Chairman of the UPSC shall be eligible for appointment as the Chairman of the UPSC or the Chairman of a State Public Service commission but not for any other employment
- The President, or the Governor as the case may be, may determine, by regulations, the number of members of the Commission and their conditions of service, & also make provision as regards the number of members or the staff of the Commission and their conditions of services.
- Conditions of service of a member of the Public Service Commission cannot be varied to his disadvantage after his appointment.

#### CONSTITUTION OF COMMISSION

- In Part XIV- Chapter 11 of the Constitution , under Article 315, it has been provided that :
  - i) There shall be a Public Service Commission for the Union & a Public Service Commission for each State;
  - ii) Parliament may by law provide for the appointment of Joint Public Service Commission if two or more states agree that there be one Public Service Commission for that group of States & if a resolution to that effect is passed by the House or where there are two Houses, by each House of the Legislature of each of those States.
  - iii) The UPSC, if requested to do so by the Governor of a State, may with the approval of the President, agree to serve all or any of the needs of the State.

#### MEMBERSHIP

- The Chairman & other members of the Public Service Commission are - appointed, in the case of Union Public Service Commission or a Joint Commission by the President & in the case of State Public Service commission by the governor

#### REMOVAL

- The Chairman / member of the Public Service Commission can be removed from their office by the order of the President on ground of proved misbehaviour, after Supreme Court's enquiry & confirmation of guilt in accordance with the procedure prescribed under Article 145.
- The President in the case of UPSC or Joint Commission, & the Governor in the case of State Commission, may suspend from office the Chairman or any other member of the Commission in respect of whom a reference has been made to the Supreme Court, until the President has passed appropriate orders on the Supreme Court's report.
- The President, has the authority to remove by order the Chairman / member of a Public Service Commission, if:
  - i) She/ He is adjudged an insolvent, or
  - ii) Engages himself/herself in any paid employment outside the duties of his office, or

iii) She/He is unfit to continue in office by reason of infirmity of mind or body.

#### FUNCTIONS OF PUBLIC SERVICE COMMISSION

- As stipulated in Article 320, the functions of the Public Service Commission are as follows:
  - to conduct examination for appointments to the services of the Union and the services of the State respectively.
  - It shall also be the duty of the UPSC, if requested by any two more States to assist those States in framing and operating schemes of recruitment for any services for which candidates possessing special qualifications are required.
- It shall be the duty of the Union Public Service Commission or the State Public Service commission, as the case may be, to advise on the following matters on which a Public Service Commission shall have to be consulted,
  - on all matters relating to methods of recruitments to civil services & for civil posts;
  - On the principles to be followed in making appointment to civil services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers

#### PUBLIC SERVICE COMMISSION HAS TO ADVISE ON

- On all disciplinary matters affecting a person serving under the Government of India or the Government of a State in civil capacity, including memorials or petitions relating to such matters;
- On any claim by or in respect of a person who is serving or has served under the Government of India or the Government of a State, in a civil capacity, that any costs incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of the State;
- On any claim for the award of a pension in respect of injuries sustained by a person while in service under the Government of India or the Government of a State or under the Crown in India or under the Government of an Indian State, in a civil capacity, and on any question as to the amount of any such award.
- On any other matter which the President, or as the case may be, the Governor of the State, may refer to them.
- President, in respect of the all-India services & other services and posts in connection with the affairs of the Union (& Governor in respect to other services and posts in connection with affairs of a State) may make regulations specifying the matters in which it shall not be necessary for a Public Service Commission to be consulted.
- Public Service Commission need not be consulted in respect of appointment or posts in the services in favour of any backward class citizens or the manner

in which claims of the members of the scheduled castes or tribes will be taken into consideration for appointment under Union or a State ( Art. 335).

- Through an Act of the Parliament (or Legislature of a State), additional functions may also be extended to a Public Service Commission.
- The Public Service Commissions will be required to present annually to the President (or Governor as the case may be) a report as to the work done by the Commission and such a report shall be caused to be laid before each House of Parliament (or the Legislature of the State), together with a memorandum explaining the cases of non-acceptance by the Government of the advice of the commission and the reasons therefore

#### ADVISORY ROLE OF PUBLIC SERVICE COMMISSION

- The Public Service Commissions are entrusted with important constitutional duties and obligations and yet are assigned only an advisory role.
- The nature of the Federal Service Commission under the Government of India Act, 1935, was also advisory.
- The Public Service Commission renders advice to the govt & the latter is under no legal obligation to act according to its advice.
- The constitution makers intended to give the Commission only an advisory role as they did not want the Cabinet or the Executive to be bound by the advice of any other agency
- But a question arises whether the Commission with its advisory status can effectively exercise its functions ?
  - ❑ Though the, govt is not bound by the advice of the Commission, necessary safeguards have been provided in the Constitution against the possible disregard of the advice of the Commission by the government
  - ❑ Along with the submission of the Commission's annual report before the House of Parliament in case of UPSC and the State Legislature in case of State Public Service Commission, a memorandum also needs to be presented, explaining the cases of non-acceptance of the advice of the government along with the reasons.
- Whether the Commission with its advisory status can effectively exercise its functions ?
  - ❑ Further, any advice tendered by the Commission cannot be rejected without the approval of the Appointments Committee of the Cabinet. Due to these checks, the number of such cases had remained low.

#### THE SIGNIFICANT ROLE

- The Public Service Commissions in their functioning has substantially realised the Constitutional objectives of equality of opportunity and non-discrimination amongst all citizens of India for public employment.

- Commissions have ensured that not only no preferential treatment is accorded to the "elites" of the society but also that candidates from backward classes and other strata of society, with intrinsic merit are also selected to the civil services to make it really "representative".
- The Commissions have also shown, in good measure, their firmness to stand up to "executive" pressure and stick to their stand and advice, without fear or favour.

#### STAFF SELECTION COMMISSION

- The Union & State Public Service Commissions recruit only a small percentage of the total number of positions in the Govt of India or the States.
- The objective of setting up of Staff Selection Commission is to rationalise the arrangement of making lower level appointments to the non-technical grades of the government of India.
- The genesis of the Staff Selection Commission could be traced to the recommendations of the Estimates Committee of the Parliament.
- In its 47th Report (1967-68), it recommended the setting up of a Staff Selection Commission, taking the responsibility for conduct of examinations for recruitment to lower categories of posts from the Union Public Service Commission.
- The UPSC was overloaded with the task of holding examinations for recruitment leading to delays in the conduct of examinations, delayed results leading to problems in filling up vacancies
- Hence there arose a need for constituting a separate body entrusted with the task of recruitment to the junior levels.
- As an interim measure, an examination wing was added to the Secretariat Training School which was re-named later as the Institute of Secretariat Training & Management.
- The Administrative Reforms Commission (ARC) Report on Personnel Administration said that the bulk of the staff of the govt at the centre and in the states belonged to the class III & IV categories.
- Keeping in view the identical nature of qualifications required for entry into these posts in various offices, the Commission recommended pooling of the recruitments of the non-technical posts by different departments and selection of personnel either by joint recruitment or through a Recruitment Board.
- Government of India decided to constitute the Subordinate Selection Commission in 1975.
- It was renamed as Staff Selection Commission which came into existence in July 1976.
- The Commission is required to conduct examinations and make recommendations for recruitment to Lower Division Clerk's Grade Stenographer's Grade and several other categories

of Class III appointments under the various departments and subordinate offices of the government.

#### ROLES & FUNCTIONS

- The Commission follows three distinct procedures of recruitment:
- 1) Recruitment through written examination where personality traits are not considered important at the time of initial entry (eg. Lower Division Clerks, UDCs, Auditors, Stenographers etc.)
- 2) Recruitment through written examination and interviews where personality traits - are important even at the initial entry stage (eg. Inspectors of Income Tax & Central Excise, Sub-Inspectors of Delhi Police, CBI etc.)
- 3) Selection through interviews where an All-India examination is not warranted but a proficiency or trade test is administered if necessary.

#### STRUCTURE OF THE COMMISSION

- The Staff Selection Commission comprises a Chairman, Secretary and two members.
- It has a secretariat of 300 staff of which 47 are gazetted officers.
- The Commission has a network of six Regional Offices headed by Regional Director functioning at Allahabad, Bombay, Calcutta, Delhi, Guwahati and Madras.
- These assist the commission in the implementation of its policies and programmes, supervision and overseeing of field operations, maintaining liaison with the state governments and making arrangements for smooth and impartial conduct of examinations
- The Staff Selection Commission has lately assumed a new role of advising the Ministries/Departments/Organisations to review and recast essential and desirable qualifications for specific categories or groups of posts, having regard to the requirements of the job and availability of candidates.
- Recruiting sizeable number of scheduled castes and scheduled tribes, there has been an enormous increase in the response of those categories in taking the examination.
- It has emerged as a catalytic agent and motivator in organising pre-recruitment training programme for scheduled castes and scheduled tribes applicants through provision of centrally prepared coaching material, coaching-cum-guidance centres
- It also undertakes special recruitment drive (special examination) for filling up vacancies reserved for disable people.
- The procedures and practices adopted by the Staff Selection Commission as an examining and recruiting agency are largely based on the system adopted over the decades by UPSC.