



File No. 4/45/2018-SR

Dated: 05.03.2019

भारत सरकार  
कर्मचारी चयन आयोग (दक्षिण क्षेत्र)  
कार्मिक, लोक शिकायत और पेंशन मंत्रालय,  
दूसरी मजिल, ई. वी.के. संपत बिल्डिंग,  
कॉलेज रोड, चेन्नई-600006.

Government of India  
Staff Selection Commission (SR)  
Ministry of Personnel, Public Grievances  
& Pensions,  
2nd Floor, EVK Sampath Building,  
College Road, Chennai - 600 006.

NOTICE

Subject: Procedure for submission of Requisition for Selection Post through Single Window System - Revised Proforma - Regarding.

Staff Selection Commission has been making all possible efforts to expedite recruitment to Selection Posts. As per the existing procedure, the user department(s), pertaining to the Southern Regional Office of the Commission are required to submit the requisition in the prescribed proforma (in duplicate), complete in all respects, through Single Window System to this Office by an Officer/Official who is fully conversant with the case, after seeking prior appointment. The requisition will be scrutinised on the spot and accepted if it is complete in all respects. If the requisition is not complete, it will be returned, pointing out the deficiencies.

2. The proforma for submitting the requisition has been revised and the same is available at the website of SSC(SR) i.e. [www.sscsr.gov.in](http://www.sscsr.gov.in) alongwith annexures. The User Departments are requested to note the same and submit the requisition in revised format.

3. Details of the authorized Officer of this Region are furnished below :-

Mr. R Vijayaraghavan, Deputy Director, Staff Selection Commission (Southern Region),  
EVK Sampath Building, II Floor, College Road, Chennai - 600 006.  
Telephone No. (044) 2822 0605, FAX No.(044) 2827 0561

4. The Southern Regional Office has the jurisdiction over States of Andhra Pradesh, Telengana, Tamil Nadu and Union Territory of Puducherry. The vacancies to be filled in Offices located in these States/UT alone need to be submitted to this Regional Office. The Representatives of the User Department may meet the authorised Officer of this Region on 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every Month. However, they have to seek prior appointment from the authorized Officer for submission of Requisition.

Sd/-  
(K Nagaraja)  
Regional Director (SR)

To  
All the User Departments