



Government of India

Government of India  
Department of Personnel & Training  
STAFF SELECTION COMMISSION  
(Southern Region)  
[an ISO 1991:2008 certified organization]



Phone No. 28275568  
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2<sup>nd</sup> Floor, EVK Sampath Building  
DPI Campus, College Road  
Chennai-600 006

No.4/6/2015-SR

Dated the 25<sup>th</sup> February, 2015

NOTICE

Subject: Procedure for Submission of Requisition for Selection Post through Single Window System

Staff Selection Commission has been making all possible efforts to expedite recruitment to Selection Posts. Accordingly, the Commission has reviewed the existing system of receipt of requisitions for Selection Posts and decided to introduce Single Window System for receipt of requisitions. As per the revised procedure, the user department(s), pertaining to the Southern Regional Office of the Commission, will send the requisition in the prescribed proforma, complete in all respects, to this Office through 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. The user department will resubmit the requisition after removing the deficiencies following the same procedure.

2. Format of Requisition Form and Annexures to the Requisition are available on the website of this office i.e. [www.sscsr.gov.in](http://www.sscsr.gov.in). Details of authorized officer of this Region are furnished below:-

Ms.S. Rajalakshmi  
Deputy Director  
Staff Selection Commission (Southern Region)  
2<sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006.  
Telephone No. 044-2822 0605, FAX No. 044-2827 0561

3. The Southern Regional Office has the jurisdiction over States of Andhra Pradesh, Telangana, 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 Region. The Representatives of the User Department may meet the authorised officer of this Region on 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of every month. However, they have to seek prior appointment from the authorized officer.

4. It is also to intimate that there shall be two separate set of requisitions as per the format of the Commission, having all necessary documents and bilingual soft copies of Essential Qualification and Duties & Responsibilities attached to the post as per the Recruitment Rules.

Encl: Format of Requisition & Annexures

(A. Murugaiyan)  
Regional Director (SR)

To

All the User Departments