

ADMINISTRATION BRANCH-I

The business of the Administration Branch-1 is transacted through the following functions.

1. The following establishment matters pertaining to staff of the Commission
 - (a) Promotion
 - (b) Salary and increment
 - (c) Disciplinary matters
 - (c) Leave
 - (d) Transfers
2. Service and Supplies
3. Maintenance of stores
4. Arrangements for despatching of question papers and other related examination materials of various exams and Departmental exams to the concerned examination centers
5. Arrangements for conduct of examination and valuation
6. Appointment of staff for examination and other related works
7. Making arrangements for Meetings/Conferences/Seminars etc.,
8. Training to staff
9. Preparing citizen charter/Hand book for RTI
10. Appointment of service providers for exams conducted by the Commission and other related works
11. Providing information to Annual Report and Budget
12. Correspondence with Government on various matters

Deputy Secretary