

**Requisition form for filling up posts by Direct Recruitment.**

(TO BE FURNISHED IN DUPLICATE.)

<b>1.</b>	<b>Name of the Department:</b>	
<b>2.</b>	<b>Requisition for recruitment to the post(s) of :-</b>	

**3. Brief particulars of the post:-**

<u>Designation</u>	Pay Scale and the total emoluments (excluding CCA & HRA) to be drawn at the time of initial appointment*	Group & Service/ Cadre/ Department	<u>TOTAL No. OF POSTS SANCTIONED</u>		
			Permanent	Temporary but likely to be made permanent	Temporary
1.	2.	3.	4.	5.	6.

\* Higher initial pay may be recommended by the Commission for specially qualified and experienced candidates.

**4. No. of posts already filled with the concurrence of G.P.S.C.**

<b>(i)</b>	Permanent	
<b>(ii)</b>	Temporary likely to be made permanent	
<b>(iii)</b>	Temporary	

Contd/-

**5. Number of posts to be filled in:-**

<b>(a) Number of vacancy(s) for which this requisition is being sent</b>	<b>Permanent</b>	<b>Temporary but likely to be made permanent</b>	<b>Temporary</b>	<b>Total</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
<b>(b) How the vacancy(s) arisen ?</b>				
<b>(c) If a vacancy(s) is/are permanent, whether it is to be filled on a permanent or temporary basis:</b>				
<b>(d) If a vacancy(s) is/are temporary, how long it is/are expected to last irrespective of the period for which it has been sanctioned:</b>				

**6. Break up of vacancies in item 5 above:**

		<b>Permanent</b>	<b>Temporary but likely to be made permanent</b>	<b>Purely temporary</b>	<b><u>Total</u></b>
<b>(a)</b>	<b>(i) Reserved for SC and not to be treated as unreserved</b>				
	<b>ii) Reserved for SC but to be treated as unreserved if no suitable SC candidates are available</b>				
	<b>iii) Reserved for ST but not to be treated as unreserved.</b>				

	<b>iv) Reserved for ST but to be treated as unreserved if no suitable ST candidates are available</b>				
	<b>v) Reserved for SC but to be treated as reserved for ST if no suitable SC candidate are available (but not to be treated as unreserved)</b>				
	<b>vi) Reserved for ST but to be treated as Reserved for SC if no suitable ST candidates are available (But not to be treated as unreserved)</b>				
	<b>vii) Reserved for SC failing which for ST and failing both to be treated as unreserved.</b>				
	<b>viii)Reserved for ST failing which for SC and failing both be treated as unreserved.</b>				
	<b>ix) Reserved for PH</b>				

(Note: Columns (i), (iii), (v) and (vi) are applicable for 1<sup>st</sup> Advertisement and Columns (ii), (iv), (vii) and (viii) applicable for 2<sup>nd</sup> advertisement.)

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<b>(b)</b>	<b>Unreserved vacancies</b>				
	<b>Total of (a) and (b) above should tally with 5 above.</b>				

**7. Recruitment Rules:**

<b>(a) Have recruitment Rules for the posts been approved by the G.P.S.C.:-</b>	
<b>(b) If so, please enclose a copy of the Commissions letter:-</b>	
<b>(c) The Notification promulgating the recruitment Rules (enclose copy):-</b>	

**8. Percentage of vacancies to be filled in by direct recruitment:**

<b>(a)</b>	<b>If according to the recruitment Rules, some percentage of vacancies have to be filled in by direct recruitment, please state clearly:-</b>		
	<b>i) Whether the present vacancy or vacancies fall in direct recruitment quota:-</b>		
	<b>ii) Whether all vacancies falling in the direct recruitment quota have been included in this requisition:-</b>		
	<b>iii) If the answer to (ii) above is in the negative, please state clearly the number of vacancies not being reported and the reasons thereof:-</b>		
<b>(b)</b>	<b>If the recruitment rules provide for other methods being tried before resorting to direct recruitment, please indicate clearly the action taken in this behalf:-</b>		

9. If the post is to be filled is on contract basis, please indicate:

<b>(a) The period of contract</b>	
<b>(b) If it is as per the Recruitment Rules</b>	
<b>(c) Copy of the terms and conditions of the contract.</b>	

10. Details of the vacancy:

<b>Particulars of the persons who last held the post(s) regularly against the vacancies in item 5(a) above:</b>		
<b>(a) Name</b>		
<b>(b) Reference number and date of the Commission's letter (copy enclosed)</b>		

11. Details of interim arrangement:

<b>If any ad-hoc interim arrangement were or have been made to fill the vacancies mentioned in item 5(a) above, pending selection by the GPSC, please state:-</b>			
<b>(a) The name/s of the person/s so appointed, the dates and duration of their appointment and their age, qualification, experience, etc.</b>			
<b>(b) Whether the commission were consulted in making the ad-hoc arrangement mentioned in (a) above, if so, the number and date of the commission's letter:-</b>			
<b>(c) If the answer to (b) is in the negative, please state reasons for which a reference to the Commission was not made:</b>			

**12. Details about pension benefits and other benefits:-**

<b>(a) Is the post pensionable or non-pensionable:-</b>	
<b>(b) Are there any provident Fund or other benefits, if so, please specify:-</b>	
<b>(c) Any special concessions, such as free quarters, light, water, etc.</b>	

**13. Period of probation:**

<b>(a) What is the probation period prescribed in the Recruitment Rules for this post:</b>	
<b>(b) Details of training/departmental examination if any, required to undertaken, during the period of probation:</b>	

**14. Duties, Responsibilities of the post:-**

<b>(a) Details of duties and responsibilities of the post:-</b>	
<b>(b) Place/s where the Officer/s will be required to serve:-</b>	

**15. Prospects:-**

<b>(a) Prospects of promotion to higher posts or time-scale as provided in the approved recruitment rules:</b>	
<b>(b) Please indicate if it is desirable to bring this information to the notice of the candidate:</b>	

**16. Reporting period:-**

<b>When is/are the selected candidate(s) required to join:-</b>	
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**Contd/-**

**17. Educational qualification and experience as per Recruitment Rules required for the post under requisition.**

<b>(a) Essential</b>	
<b>(b) Desirable</b>	
<b>(c) Are the qualification at (a) and (b) above in accordance with the approved Recruitment Rules? If not, please state reasons for the deviation:-</b>	
<b>(d) Whether qualification and experience is relaxable in the case of SC/ST candidates, furnish copies of Government order if any in the subject:</b>	

**18. Age limit.**

<b>(a) Age limit (c) if any: (These will be strictly adhered to by the G.P.S.C., save in exceptional circumstances, but will in no case be relaxed beyond a limit of three years): (General relaxation of age limit by 5 years will be made in the case of SC/ST candidates)</b>	
<b>(b) Are the age limit relaxable for Government servants:</b>	
<b>(c) Are the limits and relaxations under (a) &amp; (b) above in accordance with the prescribed Recruitment Rules? If not, please state reasons for the deviation:</b>	
<b>(d) Whether the benefits of added years of service admissible under Rules 30 of the CCS (Pension) Rules is applicable to the post?:-</b>	
<b>(e) If the answer to (d) above is in the affirmative, please give the commissions reference under which approval of the Commission was conveyed:</b>	

**19. Nationality and Domiciles:**

<b>(a) Nationality:</b>	
<b>(b) Conditions of domicile fixed, if any:</b>	
<b>(c) Any other requirements or conditions not covered by the above columns:</b>	

**20. Previous reference:-**

<b>If this requisition is being sent in response to any reference from the G.P.S.C., please quote their latest reference:</b>	
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**21. Other references:**

<b>If direct recruitment was made previously for identical posts please quote:</b>	
<b>i) Your latest reference No. and date:</b>	
<b>ii) The Commissions latest reference No and date</b>	

**22. Nomination of the Government:**

<b>Particulars of the representative of the Department who will be deputed to assist the G.P.S.C. at the interview</b>	
<b>(a) Name:</b>	
<b>(b) Address</b>	
<b>(c) Telephone</b>	

**C E R T I F I C A T E**

It is certified that all vacancies on date which fall within the direct recruitment quota have been included in this requisition.

It is also certified that the number of vacancies reserved of Scheduled Castes and Scheduled Tribes as mentioned in item 6 above is in accordance with the reservation quota fixed by Government for these communities.

It is also certified that the particulars supplied in this requisition are strictly in accordance with the relevant service Rules of the Government.

Name of the <Principal Secretary (Personnel)> :

Signature:

Place:

