

Form for referring proposals for framing RECRUITMENT RULES for posts.

1. Name of referring Department	
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2. Details of posts:-

a) Name/Designation of the post (s)	
b) Name of the Department in which posts exists	
c) Number of posts as on :	
d) Scale of pay:	
e) Group/Service/Department to which the posts belong:	
f) Ministerial or non-Ministerial (as defined under F.R. 9 (17))	

3. Appointing authority:-

Who is the appointing authority:	
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4. Duties attached:

Duties and responsibilities of the post in detail	
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5. Method adopted:-

Describe briefly the methods (s) adopted for filling the post hitherto:	
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6. Method proposed:-

Method (s) of recruitment proposed:-	
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7. If promotion is proposed as a method of recruitment:-

a) Designation and number of the posts proposed to be included in the field of promotion:	
b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion:	
c) Percentage of vacancies in the grade proposed to be filled by promotion:	
d) Reasons for proposing the percentage in (c) above:	
e) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed:	

f) If recruitment rules were not framed for the post in field of promotion: i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods:-	
ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.	
iii) In case of feeder posts are filled by promotion the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the method of recruitment) may be furnished.	
g) (i) Is the promotion to be made on selection or non-selection basis?	
(ii) Reason for the proposal in (i) above:-	
h) If a D.P.C. exists, what is its composition:	
i) Indicate if the feeder posts are having promotion channels other than the one under consideration	

8.

If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	
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9. If direct recruitment is proposed as a method of recruitment, please state:

a) The percentage of vacancies proposed to be filled by direct recruitment:	
b) Indicate if there are any promotional venues for the direct recruits:	
c) i) Age for direct recruits	
ii) Is age relaxable for Government servants?	

10. Qualifications:

a) Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	
b) Whether Essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s).	

11. Earlier Advertisement:

Has the post been advertised by the Commission in the past? If so, please quote Commissions reference number	
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12. Other Methods:-

If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary:-	
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13. Educational qualification for promotion:-

i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	
ii) If not to what extent are the educational qualifications proposed to be relaxed in case of promotions:	

14. Transfer on deputation:-

a) Is deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed:-	
b) The percentage of vacancies proposed to be filled by this method:-	
c) The period to which deputation will be limited:-	
d) The names of the posts of grades or services etc. from which deputation/transfer is proposed:	

15. General:-

a) If any of the method is proposed fails, by what methods are such vacancies proposed to be filled:	
b) Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed:	
c) Whether the recruitment rules relate to a post which is proposed to be down graded. If so, whether the necessary safeguards have been suggested in respect of the existing incumbents of that post?	
d) If the post is to be filled on contract basis, please indicate the period of contract and its terms and condition:-	

16. Consultation:

a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted:-	
b) Whether the Department of Personnel has concurred in the proposal?	
c) Whether the Department of Personnel and Finance Department have concurred in for the grant of benefits of added years of service under the Pension Rules?	

17. Reference:

If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.:	
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18. Discussion authority:-

Particulars of Department's Representative with whom these proposals may be discussed if necessary, for clarification/early decision:-	
a) Name:	
b) Address:	

Signature: _____

Place:

Dated:

Office Seal

Enclosed:- Schedule.