

PROFORMA FOR REQUISITION TO THE UPSC

(Please furnish this proforma duly filled in duplicate)

Name of the Organisation Requisitioning :

Recruitment to the post(s) of :

1. Is the Requisitioning Authority empowered by the administrative Ministry/Department to place the Requisition with the UPSC directly?

2. Brief particulars of the posts :

Designation	Pay scale & total emoluments* (excluding HRA & CCA)	Group & Service Cadre	Total No. of Posts sanctioned	
			Permanent	Temporary

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

3. (a) Number of vacancies for which this requisition is being sent :

CATEGORY	PERMANENT	TEMPORARY	TOTAL
(i) Scheduled Caste			
(ii) Scheduled Tribe			
(iii) Other Backward Class			
(iv) Unreserved			
(v) Physically Handicapped			
Total of (i) to (iv)			

(b) Whether vacancy/vacancies has/have been identified as suitable to be filled by Physically Challenged persons:

Disability Category	Sub-category of disability permissible .
i) Blindness or low vision	
ii) Hearing Impairment	
iii) Orthopaedically Handicapped/Locomotor disability / Cerebral Palsy	
Total :	

(NOTE: While reservation for SC/ST/OBC is vertical, that for persons with disabilities is horizontal.)

- (c) How did the vacancies arise?
- (d) Has the Screening Committee cleared the vacancy(-ies) as per DOP&T OM No. 2/8/2001-PIC dt. 16.05.2001?
- (e) Has the reservation for SC, ST and OBC been worked out on the basis of post-based roster as per DOP&T OM No. 36012/2/96-Estt.(Res) dt. 02.07.97?
4. (a) If the vacancy/vacancies is/are Permanent/Temporary, on what basis is it/are these to be filled up (strike out appropriately).
- (b) If the vacancy/vacancies is/are temporary, whether these will exist for more than three years, in terms of the M/o Home Affairs OM No.F.2/4/67-Estt.(B) dated 08.06.67.
5. Whether there is litigation underway/ pending in any Court of Law in respect of post(s) being presently requisitioned.
- (a) If so, state the present status of the case with OA No./CWP No./SLP No. etc. A copy of directions received from the Court of Law, if any may be enclosed with the requisition.
- (b) Also state the effect such a Court case may have on the present requisition.
- Note:** Details of court case(s), if any, arising after sending the requisition and the effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail.
6. Have Recruitment Rules for the posts been approved by the UPSC?
- (a) If so, state the reference number & date of the Commission letter and enclose an updated and authenticated copy of the rules. An attested and

authenticated copy of notified RRs containing G.S.R. No., alongwith the latest amendments, if any, must be enclosed with the requisition.

(b) If not enclosed, give the reason(s).

(c) Please state if a reference for amendment/revision of the Recruitment Rules has been made to the Commission. If so, state Ministry/Department's letter number and date.

7. Whether the notified Recruitment Rules referred to in Para 6 (a) to (c) are more than five (5) years old as of now.

(a)(1) If these rules were got reviewed, state the reference number and date of the proposal sent to the Commission.

(a)(2) If not reviewed, state the reason(s).

(a)(3) Whether the post(s) now requisitioned is/are to be advertised/filled up on the basis of the existing Recruitment Rules, which are more than five years old.

(b)(1) Whether the post(s) now requisitioned was/were ever upgraded after the notification of the existing Recruitment Rules.

(b)(2) If so, state the reference and date of the Ministry/Department letter to the Commission. State the G.S.R. No. & date of the notification.

(b)(3) If the Commission was not approached, state the reason.

8. Please state whether the present vacancy or vacancies come under the direct recruitment quota

9. (a) If Recruitment Rules provide for other modes, please state what action was taken and the reference and date of the communication from UPSC.

(b) If the present requisition for direct recruitment is on account of some other method of recruitment having failed, State the reference number & date of the Commission advice to the Ministry/Department to resort to direct recruitment.

10. Qualification(s)
 - (a) Essential :
 - (b) Desirable :
 - (c) Experience :
11. Age limit(s) and the permissible relaxation for Central Govt. Employees/SC/ST/OBC etc.
12. Period of Probation.
13. Duties in brief
(Be precise write in not more than 40 words)

14. Place(s) where the officer(s) will be required to serve.
15. Whether the benefit of added years of service, admissible under Rule 30 of the CCS(Pension) Rules, is applicable.
16. Any other requirement or conditions not covered above.
17. If direct recruitment was made earlier for identical posts, state the reference and date of the latest communication from the Commission.
18. Name, address & telephone number of the Ministry Representative with whom these proposals may be discussed.

19. *Certified that:

(a) Policy relating to reservation in Services, including policy on reservation for persons with disabilities, has been taken care of. The reservation position reported is in accordance with the instructions issued by the Govt of India from time to time and,

*i) that the post of under this requisition has been identified as being suitable or being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably shown in the vacancy proforma.

OR

*ii) that the post of under this requisition has been identified as being suitable to be manned by persons with disabilities. None of the proposed vacancies is earmarked as reserved for the disabled.

OR

*III) that the post of being requisitioned has not been identified as being suitable to be manned by persons with disabilities.

OR

*iv) that the agency for which this requisition is being sent, is exempt from the provision of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

(b) The indent is being placed after scrutiny of all Direct Recruitment vacancies and enforcing the reduction as per procedure given in the DOP&T OM No. 2/8/2001-PIC, dated 16.05.2001.

(c) No Objection Certificates have been obtained from the Surplus Cell of the DOP&T (now designated as Division of Retraining and Redeployment) and the Director General (Resettlement), M/O Defence, and are placed as annexure to this indent.

(d) All required formalities prior to placing the indent have been completed.

(e) The requisition has been seen by Joint Secretary/Additional Secretary concerned (Name and designation be given) and is being sent with his/her approval.

(*Strike out the clauses that are not applicable)

Signature of the Officer authorized to send the requisition

Name & Designation

Telephone No. :

Place :

Date :