

**No. 39011/05/2012-Estt (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

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North Block, New Delhi,  
Dated the 04<sup>th</sup> July, 2012

**OFFICE MEMORANDUM**

**Subject:-Introduction of Single Window System in Union Public Service Commission for receiving requisitions for direct recruitment posts to be filled by selection through interview- regarding.**

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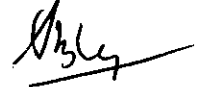
The undersigned is directed to say that in order to reduce delay in finalizing recruitment proposals due to shortcomings/discrepancies in requisition, the Union Public Service Commission (UPSC) has decided to switch over to Single Window System for accepting requisitions(in UPSC-33 proforma) henceforth for direct recruitment posts to be filled by Selection through interview. In this context, the UPSC had already organized workshop apprising the indenting Ministries/Departments about certain discrepancies/shortcomings found in the requisitions.

2. Under this new system, the requisitioning Ministries/Departments shall now be required to bring their complete proposals (requisitions) along with following documents by hand for on the spot scrutiny by the designated officer in UPSC in terms of the Checklist annexed: -

- (i) Notified Recruitment Rules/Service Rules alongwith the date.
- (ii) All up-to-date notified relevant amendements in recruitment Rules/Service Rules alongwith the date.
- (iii) Act and regulation referred to in the RRs/Service Rules or in the amendements in RRs/Service Rules.
- (iv) All up-to-date relevant amendements in the Act and regulation referred to in the RRs/Service Rules or in the amendements in RRs/Service Rules.
- (v) All up-to-date Notification/Instructions regarding "Educational Qualifications" treated as equivalent to the Essential/Desirable Qualifications for the post. This is of significance only when "or equivalent" is specified under Essential/Desirable Qualifications.
- (vi) All up-to-date Notifications/Instructions regarding "Foreign Educational Qualifications" treated as equivalent to the Essential/Desirable qualifications for the post. This is of significance only when "or equivalent" is specified under Essential/Desirable Qualifications.
- (vii) Certified serial numbered index list in chronological order, indicating details (including date) of the above mentioned documents.

3. Henceforth, the All Ministries/Departments are required to authorize a representative not below the level of Under Secretary to appear in the Commission's office in person with a prior appointment (Ph No. 011-23098591, Extn-4784) and hand over the requisition, complete in all respect, with all the relevant documents/ records to Under Secretary (IFC). The requisition received at the window would initially be scrutinized in terms of the information sought in the proforma and in consonance with the checklist. Incomplete cases would be returned at the counter itself after pointing out deficiencies. Only cases, which are complete in all respect as per the checklist, would only be accepted for further detailed scrutiny and examination.

4. All Ministries/Departments are requested to take note of above new system being introduced by the UPSC and bring the same to the notice of all requisitioning Departments. It may also be ensured that whenever a requisition for direct recruitment by Selection through Interview is to be referred by the requisitioning Ministries/Departments to the Commission, an officer not below the level of Under Secretary may be deputed in the Commission's office alongwith the complete case records and duly filled in proforma/check-list as indicated above.



**(P.Prabhakaran)**  
Director

To

**All Ministries/Departments of Government of India.**

Copy to:-

Union Public Service Commission/Central Vigilance Commission/Election Commission of India/Comptroller and Auditor General of India/Central Information Commission/Lok-Sabha Secretariat/Rajya Sabha Secretariat.

All attached offices under the Ministry of Personnel, P.G.& Pensions.

All Officers and Sections in the Ministry of Personnel, P.G. and Pensions

NIC, Department of Personnel and Training, North Block, New Delhi.

**Requisition for Recruitment by Selection-Check-List**

Sl. No.	Information to be provided	Item No.	Yes/No
1.	Whether the requisition has been submitted in the prescribed proforma?		Yes/No
2	Whether requisition has been signed in original showing the name, designation and telephone number of the requisitioning authority?		Yes/No
3	Whether the Requisitioning Authority is empowered by the Administrative Ministry/Department to place the Requisition with the UPSC directly?	1	Yes/No
4	If yes, whether the relevant document/order has been enclosed?	1	Yes/No
5	Whether brief particulars of the post have been given in the required format about designation, pay scale & total Emoluments (excluding HRA & CCA), Group & Service Cadre and total number of posts sanctioned (permanent and Temporary) have been indicated as per Recruitment Rules?	2	Yes/No
6	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included as per MHA OM No. 9/21/68-RPS dated 10.06.1969 read with OM.No. 23/38/69-Estt (B) dated 13.03.1969 and subsequent amendments/instructions thereto/thereunder?	3	Yes/No
7	Whether the reservation for SC, ST and OBC has been worked out on the basis of post-based roster as per DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.1997 and subsequent amendments/ instructions thereto/ thereunder?	3	Yes/No
8	Whether the requisition has been 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, if the date of occurrence of vacancies is prior to	3	Yes/No

	31.03.2009?		
9	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?	3	Yes/No
10	Whether the requirements of the Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and the policy relating to reservation for persons with disability has been taken care of while sending this requisition?	3	Yes/No
11	Whether the suitability and reservation for PH has been considered/ worked out on the basis of DOP&T OM No. 36035/3/2004-Estt.(Res) dated 29.12.2005 (Notification no. 16-70/2004DDII dated 18.01.2007, 15.03.2007 supersedes the Notification No. 16-25/99NI.I dated 31.05.2001 referred in the DOP&T OM), No. 36035/8/2003-Estt.(Res) dated 26.04.2006, No.36035/10/2006-Estt.(Res)Desk dated 12.12.2006, DOP&T OM No. 36035/2/2012-Estt.(Res.) dated 29.03.2012 and subsequent amendments/instructions thereto/thereunder?	3	Yes/No
12	If the vacancies are being requisitioned on temporary basis, whether such vacancies would exist for more than three years as per M/o Home Affairs OM No.F.2/4/67-Estt.(B) dated 08.06.1967 and subsequent amendments/ instructions thereto/thereunder ?	4	Yes/No
13	Whether the details of Court cases/litigation/decisions have been mentioned along with impact, if any?	5	Yes/No
14	Whether it has been certified under NOTE that the details of court cases, if any, arising after sending the requisition and effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail?	5	Yes/No
15	Whether complete details regarding Recruitment Rules/ Service Rules viz notification,	6 & 7	Yes/No

	review etc. have been mentioned completely?		
16	Whether certified copy of notified Recruitment Rules/ Service Rules have been enclosed?	6	Yes/No
17	Whether the vacancies to be filled come under Direct Recruitment quota as per the notified Recruitment Rules?	8	Yes/No
18	If the present requisition for direct recruitment is on account of some other method of recruitment having failed, whether the reference number and date of the Commission advice to the Ministry/Department to resort to direct recruitment has been indicated and a copy of the same has been enclosed?	9	Yes/No
19	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?	10	Yes/No
20	In case, the above indicate Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided in consultation with the Commission?	10	Yes/No
21	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly in consultation with the Commission?	10	Yes/No
22	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt. of India on the subject?	11	Yes/No
23	In case, the Age relaxation under any Specific provisions/ Special circumstances/ Court orders have been indicated, whether the copies of notes/ correspondence/ decision obtaining prior concurrence of the DOP&T/ Home	11	Yes/No

	Ministry and prior consultation with the Commission have been enclosed?		
24	Whether the Period of Probation, Place of Posting and other details etc. Are as per Notified Recruitment Rules/ Service Rules and extant instructions of Govt. of India on the subject?	12 & 14	Yes/No
25	Whether duties have been indicated in brief not exceeding 40 words?	13	Yes/No
26	Whether information on any other requirement or conditions not covered above has been given, if any?	16	Yes/No
27	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including infructuous case) has been indicated?	17	Yes/No
28	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?	17	Yes/No
29	Whether the name, address & telephone number of the Ministry's Representative with whom the proposal (s) is to be discussed has been indicated?	18	Yes/No
30	Whether the clauses which are not applicable have been crossed?	19	Yes/No
31	Whether 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 placed as annexure to this requisition?	19	Yes/No
32	Whether all required relevant certificates have been enclosed along with the requisition?	19	Yes/No
33	Whether the name of the officer not below the level of Joint Secretary/Additional Secretary concerned, who has approved the requisition, has been indicated?	19	Yes/No

**Annexure**

Following details in respect of Suitability/ Reservation of the posts for Physically Handicapped Persons are to be given:

**Note: Degree of disability is 40% and above. Further, post can be reserved for PH only if the same is suitable for PH.**

## A) Number of Vacancy: Horizontal Reservation

Horizontal Reservation		Permanent		Temporary		Total	
Physically Handicapped	Orthopedically Handicapped						
	Visually Handicapped						
	Hearing Handicapped						

## b) Physical Requirements

Sl.	Physical Requirements	Yes/No
i)	MF-Can perform work by manipulating with fingers	
ii)	PP- Can perform work by pulling and pushing	
iii)	L – Can perform work by lifting	
iv)	KC – Can perform work by kneeling and crouching	
v)	BN – Can perform work by bending	
vi)	S – Can perform work by sitting	
vii)	ST – Can perform work by standing	
viii)	W – Can perform work by walking	
ix)	SE – Can perform work by seeing	
x)	H – Can perform work by hearing/speaking	
xi)	RW – Can perform work by reading and writing	
xii)	C – Communication	

## c) Functional Classification

PH Category	PH Sub-Category		Suitability (Yes/No)	Reservation (Yes/No)	
Orthopedically Handicapped or Locomotor Disability or Cerebral Palsy	BL-Both legs affected but not arms				
	BA-Both arms affected	Impaired Reach			
		Weakness of Grip			
	OL- One leg affected (R or L)	Impaired Reach			
		Weakness of Grip			
		Ataxic			
	OA-One arm affected (R or L)	Impaired Reach			
		Weakness of Grip			
		Ataxic			
	BH-Stiff back and hips (cannot sit or stoop)				
	BLA- Both legs and both arms affected				
	MW- Muscular weakness and limited physical endurance				
	OLA- One Leg and One Arm Affected	One Leg (R or L)	Impaired Reach		
			Weakness of Grip		
Ataxic					
One Arm (R or L)		Impaired Reach			
		Weakness of Grip			
		Ataxic			
Blindness or Low Vision	B-Blind				
	PB-Partially Blind				
Hearing Impairment	D-Deaf				
	PD- Partially Deaf				



d) \*Certified that:

- the requirements of the Persons with Disability (Equal Opportunities, Protection of Rights and full Participation) Act, 1995 and the policy relating to reservation for persons with disability has been taken care of while sending this requisition.
- the suitability and reservation for PH has been considered/ worked out on the basis of DOP&T OM No. 36035/3/2004-Estt.(Res) dated 29.12.2005 {Notification no. 16-70/2004-DDIII dated 18.01.2007,15.03.2007,22.03.2007 supersedes the Notification No. 16-25/99-NI.I dated 31.05.2001 referred in this DOP&T OM. No. 36035/8/2003-Estt.(Res)} dated 26.04.2006, No. 36035/10/2006-Estt.(Res) Desk dated 12.12.2006 and subsequent amendments/ instruction thereof.

\*i) that the post of .....under this requisition has been identified as being suitable for being manned by persons with disabilities. The Vacancies reported in this requisition fall at points no..... of cycle no.... of 100 point reservation roster out of which ..... no. of Vacancies are reserved for persons with disabilities (i.e. Post is Suitable and Reserved for PH).

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 (i.e. Post is Suitable but not Reserved for PH).

OR

\*iii) that the post of .....being requisitioned has not been identified as being suitable to be manned by persons with disabilities (i.e. Post is not Suitable and thus not Reserved for PH).

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.

[\*Strike out the clauses that are not applicable]

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