

**ANNEXURE – 2**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.**

1	a) Name of the posts	
	b) Name of the Ministry/Department	
	c) Number of Posts	
	d) Scale of pay	
	e) Class and service to which the posts belong	
	f) Ministerial or non-Ministerial of F.R. 9 (17)	
2	Appointing Authority	
3	Duties of the post in detail	
4	Describe briefly the method (s) adopted for filling the posts hitherto	
5	Methods of recruitment proposed	
6	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 (As per extant GOI instructions)	
	c) percentage of vacancies in the grade proposed to be filled by promotion	
	d) 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. A copy of the rules should be sent DOPT along with the proposal.	
	e) If Recruitment Rules were not framed for the posts in the 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	

	qualifications possessed by the persons in the field of promotion.	
	iii) In case the 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 methods of recruitment may be furnished.	
	f) (i) Is the promotion to be made on selection or non-selection basis?	
	ii) Reasons for the proposal (i) above	
	g) If a DPC exists, what is its composition.	
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8	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 avenues for the direct recruits?	
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	
	d) 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  Essential  Desirable	
	e) 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)	

	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable / possible / necessary.	
10	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.	
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption 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/absorption is proposed	
12	a) If any of the methods 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 with in the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13	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 and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

**Signature of the Officer sending the proposals**  
**Telephone No.**

Place:-

Date:-