

**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) Economically Weaker Section			
(vi) Persons with Benchmark Disabilities			
<b>Total of (i) to (vi)</b>			

(b) Whether vacancy/vacancies has/have been identified as suitable to be filled by *Persons with Benchmark Disabilities*:

<b>Sl. No.</b>	<b>Disability Category</b>	<b>Sub-category of disability permissible</b>
<b>(i)</b>	Blindness and Low vision	
<b>(ii)</b>	Deaf and Hard of hearing	
<b>(iii)</b>	Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	
<b>(iv)</b>	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;	
<b>(v)</b>	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness	
	<b>Total:</b>	

(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, OBC and EWS been worked out on the basis of general principles as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.97, and the newly recast group wise post-based reservation roster register as mentioned in Para 6 of DOP&T OM No. 36039/1/2019-Estt(Res) dated 31.01.2019?

(f) Have the vacancies reserved for persons with benchmark disabilities been worked out on the basis of 100 point vacancy roster as per DoP&T's O.M. No. 36035/02/2017-Estt(Res) dated 15/01/2018?

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/ Persons with Benchmark Disabilities 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. \*It is certified that:

(a) the requirements of “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016” which has become effective from 19<sup>th</sup> day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. \_\_\_\_\_ of cycle no. \_\_\_\_\_ of 100 point reservation roster out of which \_\_\_\_\_ number of vacancies are reserved for persons with benchmark disabilities, and

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

OR

\*ii) the post of ..... under this requisition has been identified as being suitable to be manned by *persons with benchmark disabilities*. None of the proposed vacancies is earmarked as reserved for the *persons with benchmark disabilities* (i.e. Post is suitable but not Reserved for *persons with benchmark disabilities*).

OR

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

OR

\*iv) the agency for which this requisition ..... is being sent, is exempt from the provision of *Section 34 of The Rights of Persons With Disabilities Act, 2016*.

(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 :



## 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, OBC and EWS has been worked out on the basis of general principles for making and operating post-based reservation roster as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.1997, and newly recast group wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, as mentioned in para 6 of DOP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019?	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 31.03.2009?	3	Yes/No

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 Rights of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition?	3	Yes/No
11.	Whether the suitability and reservation for persons with benchmark disabilities has been considered/ worked out on the basis of DOP&T OM No. 36035/02/2017-Estt (Res) dated 15/01/2018, and have taken notice of amendments/reviews made from time to time by the Department of Empowerment of Persons with Disabilities (Ministry of Social Justice and Empowerment) in respect of identification of posts suitable for Persons with Benchmark Disabilities?	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, review etc. have been mentioned completely?	6 & 7	Yes/No
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 indicated 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 Ministry and prior consultation with the Commission have been enclosed?	11	Yes/No
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 in-fructuous 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-I

Following details in respect of Suitability/ Reservation of the posts for Persons with Benchmark Disabilities (PwBDs) are to be given:

**Note:** As per Section 2 (r) of Persons with Disabilities Act, 2016, “Persons with benchmark disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measureable terms, as certified by the certifying authority. Further, post can be reserved for PwBDs only if the same is identified suitable for PwBDs of the relevant category.

### A) Number of Vacancy: Horizontal Reservation

Horizontal Reservation			Permanent	Temporary	Total
Persons with Benchmark Disabilities (PwBDs)	(i)	Blindness and low vision			
	(ii)	Deaf and hard of hearing			
	(iii)	Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy			
	(iv)	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;			
	(v)	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness			

## ANNEXURE-II

### B) Physical Requirements

Sl.	Physical Requirements	Yes/No
i)	S - Sitting	
ii)	ST - Standing	
iii)	W - Walking	
iv)	BN - Bending	
v)	CRL - Crawling	
vi)	CL - Climbing	
vii)	JU - Jumping	
viii)	L - Lifting	
ix)	KC - Kneeling & Crouching	
x)	RW - Reading & Writing	
xi)	MF - Manipulation by Fingers	
xii)	PP - Pulling and Pushing	
xiii)	SE - Seeing	
xiv)	C - Communication	
xv)	H - Hearing	

## ANNEXURE-III

### C) Functional Classifications

Sl No.	PwBD Category	PwBD Sub-Category	Suitability (Yes/No)	Reservation (Yes/No)	
<b>i.</b>	Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy.	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			
		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	
CP- Cerebral Palsy					
LC- Leprosy Cured					
DW- Dwarfism					
AAV- Acid Attack Victims					
MDY- Muscular Dystrophy					
<b>ii.</b>	Blindness and Low Vision	B-Blind			
		LV-Low Vision			
<b>iii.</b>	Deaf and Hard of Hearing	D- Deaf			
		HH- Hard of Hearing			
<b>iv.</b>	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;	ASD – Autism Spectrum Disability			
		ID – Intellectual Disability			
		SLD-Specific Learning Disability			
		MI – Mental Illness			

Contd.....

<b>Sl No.</b>	<b>PwBD Category</b>	<b>PwBD Sub-Category</b>	<b>Suitability (Yes/No)</b>	<b>Reservation (Yes/No)</b>
<b>v.</b>	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness	MD – Multiple Disability		



## ADVERTISEMENT DETAILS

Post										
Organisation										
Department										
Ministry										
No. of Post	Gen	EWS	OBC	SC	ST	Total	Persons with Benchmark Disabilities (PwBDs)			
							(a)	(b)	(c)	(d) & (e)

### Persons with Benchmark Disabilities (PwBDs)\* - Horizontal Reservation

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) Autism, intellectual disability, specific learning disability and mental illness;
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

### Recruitment Case

Advt. No.	Reference No.	Advt. Date (Opening Date)	Year of Recruitment	Closing Date (Application Online)	Closing Date (Document's Upload)

1. PwBDs Suitability: 40%				
2. PwBDs Reservation: 40%				
Sl No.	PwBDs Type	PwBD Type	Suitability (Y/N)	Reservation (Y/N)
(a)	Blindness and Low Vision	B- Blind		
		LV- Low Vision		
(b)	Deaf and Hard of Hearing	D- Deaf		
		HH- Hard of Hearing		
(c)	Locomotor Disability including: Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims Muscular Dystrophy	BL- Both legs affected but not arms		
		BA- Both arms affected		
		OL- One leg affected (R or L)		
		OA- One arm affected (R or L)		
		BH- Stiff back and hips (can not sit or stoop)		
		BLA- Both legs and both arms affected		
		OLA- One leg and One arm affected		
		CP- Cerebral Palsy		
		LC- Leprosy Cured		
		DW- Dwarfism		
		AAV- Acid Attack Victims		
		MDy-Muscular Dystrophy		
(d)	(i) Autism, Intellectual Disability, Specific Learning Disability, Mental Illness	ASD- Autism Spectrum Disability		
		ID- Intellectual Disability		
		SLD- Specific Learning Disability		
		MI- Mental Illness		
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness	MD – Multiple Disability		

3. Age limit for different Categories (in years)	
Category Name	Maximum Age
GEN	
EWS	
OBC	
SC	
ST	
PH	
Lower Age Limit for all categories : 18	

4. Age Relaxation for Additional Govt Departments	
Additional Department for Age Relaxation	<ul style="list-style-type: none"> <li>• Municipal Corporation of Delhi</li> <li>• Delhi Jal Board</li> <li>• NDMC</li> <li>• Other State Governments</li> </ul>

5. Educational Qualification	
Instructions Message to the Candidates	Kindly note the Educational Qualification for the post –
Dynamic Warning to the Candidates	

6. Professional Registration	
Registration/Enrolment/Membership	Requirement Type
<ul style="list-style-type: none"> <li>• Allopathy</li> <li>• Ayurveda/Unani</li> <li>• Homeopathy</li> <li>• Architecture</li> <li>• Law</li> <li>• Veterinary Council of India</li> <li>• Dental</li> <li>• Chartered Accountants/ Company Secretaries</li> </ul>	Essential/Desirable
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

7. Language	
Language	Requirement Type
Instructions Message to the Candidates	Essential/Desirable
Dynamic Warning to the Candidates	

8. Publication		
Min. No. of Publication	Nature/Subject of Publication	Requirement Type
		Essential/Desirable
Instructions Message to the Candidates		
Dynamic Warning to the Candidates		

9. NET	
Net Qualification Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

10. GATE	
GATE Qualification Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

11. CONFERENCE	
Conference Type	
National	Essential/Desirable
International	Essential/Desirable
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

12. Internship	
Internship Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

13. Experience	
Total Length of Experience	• Years
Requirement Type	Essential/Desirable
Experience Category	<ul style="list-style-type: none"> <li>• General</li> <li>• Experience Acquired During DNB/ DM/M.Ch. Course</li> <li>• Experience as practicing Advocates</li> </ul>
Instructions Message to the Candidates	Kindly fill your practical experience details in the following fields only:-
Dynamic Warning to the Candidates	

14. Desirable Qualification	
Requirement/Type/Declaration	Essential/Desirable
Instructions Message to the Candidates	Kindly note the Desirable Qualification for the post:-
Dynamic Warning to the Candidates	

15. Recruitment Test Centres	
If there is Pre Recruitment Test, the Centres will be decided by the Commission	
Two choices from a list of fifteen Centres*	
Centre Name:	
(Bhopal, Chennai, Delhi, Dispur, Jammu, Kolkata, Lucknow, Nagpur, Port Blair, Ahmadabad, Jaipur, Kochi, Mumbai, Ranchi and Visakhapatnam)	
* If there is Post Recruitment Test, the Centres will be decided by the ORA Cell of the Commission	

Post Description	
Pay Scale	
Age	AGE: Not exceeding _____ years as on normal closing date. Not exceeding _____ years for Scheduled Castes and Scheduled Tribes candidates as on normal closing date in respect of the vacancies reserved for them. Not exceeding _____ years for Other Backward Classes candidates as on normal closing date in respect of the vacancies reserved for them. Relaxable for regularly appointed Central/U.T. Government Servant upto Five years as per instructions/orders issued by Govt. of India from time to time. For age concession applicable to some other categories of applicants, please see relevant paras of the 'Instructions and Additional Information to Candidates for Recruitment by Selection.'
Essential Qualifications	A. EDUCATIONAL:  B. EXPERIENCE:
Desirable Qualifications	
Duty	
Probation	
Head Quarter	
Other Details	
Any Other Conditions	

**NOT TO BE ADVERTISED**

i) Date of receipt of Requisition/Final  
Clarification from Ministry/Department (if any) :

ii) Date of approval of IFC