

SINGLE WINDOW SYSTEM

For receiving requisitions for the posts to be filled by direct recruitment.

A Single Window System (SWS) has been introduced w.e.f. 4th July, 2012 in the Union Public Commission for accepting requisitions for posts to be filled by direct recruitment by selection. **The Commission has also introduced "e-appointment software under Single Window System" for discussing and accepting Recruitment Requisitions in cases of direct recruitment by selection, which is made operational w.e.f. 1st November, 2018. The application can be accessed from Single Window System tab available at home page of Commission's website i.e. (<http://www.upsc.gov.in/single-window-system>). The representative not below the level of Under Secretaries of the Ministries/Departments/UTs are requested to seek prior appointment through this system.**

2. Consequent to introduction of SWS, Ministries/Departments are required to bring their proposals by hand (through an authorized representative not below the rank of Under Secretary) for on the spot scrutiny by the designated Officer in UPSC.

3. Requisition for Recruitment by Selection is to be submitted in UPSC-33 (DOPT-I) Proforma **(consisting of 19 items) including Check-List Annexures-I, II & III and Advertisement Details in soft and hard copy both as circulated by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) vide its Office Memorandum No. 39011/02/2019-Estt.(B) dated 16th January, 2020. Annexure – A.**

4. Documents to be attached with the requisition while submitting the proposal under Single Window System are as follows:

(i) A copy of Recruitment Rules/Service Rules alongwith all the updated amendments duly attested/authenticated by the requisitioning authority.

(ii) A copy of relevant document empowering the Organisations/Attached Subordinate Offices (other than Ministries/Departments) to place the requisition with the Commission.

(iii) Copies of NOCs from Surplus Cell of DOP&T and D/G Resettlement, Ministry of Defence or copies of communications sent to them.