

### 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 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	3	Yes/No

	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?		
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 (Notification no. 16-70/ 2004-DDIII dated 18.01.2007, 15.03.2007 supersedes the Notification No. 16-25/99N1.1 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. 360352/2012-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, 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	10	Yes/No

	Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?		
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 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 land 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	17	Yes/No

	from the previous one, whether satisfactory reason(s) has/have been indicated?		
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 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 suitable for PwBDs.

### 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			

## **B)Physical Requirements**

<b>Sl.</b>	<b>Physical Requirements</b>	<b>Yes/No</b>
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	

### 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	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	
			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	FD-Fully 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-Metal 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		



**D) \*Certified that:**

- 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 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 {Notification no. 16-70/2004-DDIII dated 18.01.2007, 15.03.2007, 22.03.2007 supersedes the Notification No. 16-25/99-NI.1 dated 31.05.2001 referred in this DOP&T OM. No. 36035/8/2003-Estl(Res)} dated 26.04.2006, No. 36035/10/2006-Estl(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 benchmark 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 benchmark disabilities (i.e. Post is Suitable and Reserved for persons with benchmark disabilities).

OR

\*ii) that 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) that 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

Contd.....

\*iv) that 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.

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