

PROFORMA FOR SENDING REQUISITION
(To be submitted in duplicate)

Instructions

Kindly note the following instructions before filling up the format:-

1. The Staff Selection Commission (SSC) is making recruitment of Group 'C' (Non-Technical) posts and Group 'B' (Non-Gazetted) posts where the maximum of the scale of pay is less than Rs.10,500/-.
2. The requisitions for Group 'C' posts may be sent to the concerned Regional/Sub-Regional Office of the Staff Selection Commission in accordance with the place of initial posting.
3. The requisitions for Group 'B' posts may be sent to the Secretary, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110 003.
4. Each requisition is to be accompanied by the following documents :-
 - a) A copy of the notified recruitment rules with GSR number.
 - b) A copy of the laid down duties and responsibilities attached to the post.
 - c) A copy of the No Objection Certificate obtained from the Central (Surplus Staff) Cell of the Deptt. of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules, 1990 notified vide DOPT Notification No. 1/14/89-CS.III dated 28.2.1990 and DOPT Letter No. 1/5/2000-CS.III dated 10.11.2000.
 - d) A certificate to the effect that clearance has been obtained from the Screening Committee of the Administrative Ministry, in accordance with the DOPT OM No. 2/8,2001-PIC dated 16.5.2001, for filling up of the vacant post(s).
 - e) A certificate in accordance with DOPT OM No. 36035/19/99-Estt(Res), dated 17.9.1999 in order to ensure compliance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

Proforma

- 1 (i) Name of the Organisation/Office
- (ii) Ministry/Department to which attached
- (iii) Whether the requisitioning authority is authorised by the administrative Ministry/ Deptt. to place the requisition with SSC directly?

2. Complete postal address of the Head of Office of the Organisation.

3. Requisition for recruitment to the post of

- (a) Designation
- (b) Scale of Pay
- (c) Classification
(Whether Group 'C' -Non-technical or
Group 'B' -Non-gazetted)

4. Details of the post

- (a) Brief description of the job requirements
and nature of duties of the post
- (b) Place of initial posting
- (c) Whether All India Service
Liability involved

5. How have the vacancies arisen?

(Clearly specify, by Promotion/Resignation/
Death/ Retirement, etc. In case the vacancy is due to
failure of recruitment by transfer/deputation, the
details thereof may also be indicated.)

6. Break-up of vacancies

(This may be shown in the format of
Vertical and Horizontal components
as indicated below)

	<u>Category</u>	<u>No.of Vacancies</u>
(a) Category-wise (Vertical) Break-up of vacancies	i) UR :	
	ii) OBC:	
	iii) SC : (Current Backlog)	
	iv) ST : (Current Backlog)	
	Total:	

Note: Break-up of current and backlog vacancies for SCs & STs to be indicated.

(b) Horizontal Reservation :

i) Whether the post is identified as
suitable for :

- i) OH Yes/No
- ii) HH Yes/No
- iii) VH Yes/No

(ii) Out of the total vacancies shown above in Col.6 (a),
the number of vacancies for PH (Horizontal reservation)

- (i) OH
- (ii) HH
- (iii) VH

- (iii) Out of the total vacancies shown above in Col.6 (a), the number of vacancies for Ex-Servicemen (Horizontal reservation)

(Please note that the vacancies mentioned in the vertical component shall be the total number of vacancies inclusive of the horizontal component)

7. Period of Probation

8. Qualifications as laid down in the notified Recruitment Rules including any relaxation:

(a) Essential

(b) Desirable

(Please indicate 'Nil' if not specified in the Recruitment Rules)

9. Age limits

(a) As per recruitment rules

(b) Relaxation in upper age limit available to:

(i) SC by years

(ii) ST by years

(iii) OBC by years

(iv) PH by years

(v) PH & SC/ST by years

(vi) PH & OBC by years

(vii) Departmental candidates by years

(viii) Central Govt. Employees
(Other than (vii) above) by years

(ix) Any others by years

(please specify details and extent of relaxation)

Note: As regards age relaxation to physically handicapped categories candidates, your attention is invited to DOPT OM No. 43019/28/86-Estt(D) dated 1.2.1999.

10. Any other requirements or conditions not covered by the above Columns.

11. Name, address and telephone number of the Departmental Representative (not less than the rank of Deputy Secretary of the Department/Ministry) who will be deputed to assist the SSC at the Interview.

12. Whether the captioned post(s) has/have been got exempted from ban orders imposed by the Ministry of Finance vide their O.M. No. F.7(1)-E (Coord)/84 dated 3.1.84 and F.No.7(3)/6/E. (Coord)/99, dated 5/8/99 or any subsequent orders
13. Whether the vacancies have been cleared by the Screening Committee of the administrative Ministry in accordance with DOPT O.M. No. 2/8/2001-PIC, dated 16th May, 2001 and 6/18th June, 2002
14. Whether a "No Objection Certificate" from the Central (Surplus Staff) Cell (now redesignated as Division for Retraining and Redeployment) of the DOPT has been obtained in accordance with the CCS (Redeployment of Surplus Staff) Rules, 1990 notified vide DOPT Notification 1/14/89-CS.III, dated 28.2.1990 and DOPT letter No. 1/5/2000-CS.III, dated 10.11.2000.
15. Whether the number of vacancies reserved for SC, ST and OBC as mentioned in column 6 above is in accordance with the reservation quota fixed for these communities as per the DOPT O.M. No. 36012/2/96-Estt(Res), dated 2.7.1997 and DOPT O.M. No. 36012/5/97-Esst.(Res) Vol.II, dated 20.7.2000.
16. Whether the vacancies for Physically Handicapped and Ex-servicemen have been worked out with reference to DOPT O.M. Nos.36035/16/91-Estt.SCT dated 20.9.94 and 36012/58/92-Estt.(SCT), dated 1.12.94 respectively.
17. Whether the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 are complied with.
18. Letter No. and date of the LAST requisition for the same post (along with category-wise break-up of the number of vacancies) placed with the SSC by your office.
19. Letter No. and date by which nomination has been made by SSC to your office earlier for the same post.

It is certified that:

- (a) The information furnished against the above mentioned columns are correct and based on the official records available with the office;
- (b) Vacancies projected in this requisition are regular and all regular vacancies on date which fall within the direct recruitment quota have been included in this requisition, and also the necessary sanction of the Govt. for these posts is available;
- (c) The vacancies reported shall not be withdrawn nor the number and category break-up of vacancies shall be altered under any circumstances;

- (iii) Out of the total vacancies shown above in Col.6 (a), the number of vacancies for Ex-Servicemen (Horizontal reservation)

(Please note that the vacancies mentioned in the vertical component shall be the total number of vacancies inclusive of the horizontal component)

7. Period of Probation

8. Qualifications as laid down in the notified Recruitment Rules including any relaxation:

(a) Essential

(b) Desirable

(Please indicate 'Nil' if not specified in the Recruitment Rules)

9. Age limits

(a) As per recruitment rules

(b) Relaxation in upper age limit available to:

(i) SC by years

(ii) ST by years

(iii) OBC by years

(iv) PH by years

(v) PH & SC/ST by years

(vi) PH & OBC by years

(vii) Departmental candidates by years

(viii) Central Govt. Employees
(Other than (vii) above) by years

(ix) Any others byyears

(please specify details and extent of relaxation)

Note: As regards age relaxation to physically handicapped categories candidates, your attention is invited to DOPT OM No. 43019/28/86-Estt(D) dated 1.2.1999.

10. Any other requirements or conditions not covered by the above Columns.

11. Name, address and telephone number of the Departmental Representative (not less than the rank of Deputy Secretary of the Department/Ministry) who will be deputed to assist the SSC at the Interview.

- (d) Suitable personnel are not available with the Surplus Cell of DOPT for filling up these vacancies;
- (e) While sending this requisition, policy relating to 3% reservation for persons with disabilities has been taken care of;
- (f) (i)* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably indicated in the vacancy position;
(ii)* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. However, none of the vacancies reported hereby has been earmarked reserved for the disabled;
(iii)* The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities;
(iv)* The establishment/organization to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995;
- (g) The number of vacancies reserved for SC, ST, OBC etc. as mentioned in column 6 above are in accordance with the reservation quota fixed by the Govt. for these communities;
- (h) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.

* Strike off whichever is not applicable.

**Signature and Official Seal
of the Officer authorised to
send this requisition.**

Place:

Tel No.

Date: