



तार पता : स्ट्यासलकाम, नई दिल्ली
Telegraphic Address : STASELCOM, NEW DELHI

सं०
No.

No.1/13/2011(Pt.)(P&P)

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक तथा प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
ब्लॉक सं. 12,
केन्द्रीय कार्यालय परिसर, लोधी रोड
To

GOVERNMENT OF INDIA
STAFF SELECTION COMMISSION
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
& PENSIONS
BLOCK No. 12,
KENDRIYA KARYALA PARISAR
LODHI ROAD

नई दिल्ली

New Delhi-110003

25 October, 2011

All Indenting Departments
(as per list enclosed)

Subject: Proforma for sending requisition.

Sir,

The undersigned is directed to say that, at present, the information regarding vacancies to be filled up on the basis of open competitive examinations is required to be furnished to the Commission by the Indenting Departments/offices in the proforma prescribed as per Annexure VI of the Handbook of Procedures.

The Commission has reviewed the proforma. The revised and simplified format of the proforma is enclosed. All indenting Departments are requested to circulate the revised format to offices within their jurisdiction and henceforth use the revised format for sending requisition.

Yours faithfully,

(T.M.Skaria)

Deputy Secretary

For Open/Departmental Examination only

Proforma for Requisition

Instructions

Kindly note the following instructions before filling up the format.

- A. The Staff Selection Commission(SSC) makes recruitment of Group 'C' (non-Technical) posts and Group 'B' (non-gazetted) posts where the maximum of the Grade Pay is Rs.4600/-.
- B. The requisitions for posts in Ministries/Departments/other specified cadres in Delhi should be sent to Under Secretary(P&P). In case of Group Y posts situated in Subordinate Offices in Delhi and all Offices outside Delhi, the requisition should be sent to the concerned Regional Office of the Commission.
- C. 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 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.
 - c) 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) Organization / Office Name : Code:
- (ii) Ministry/Department to which attached :
2. Complete postal address of the Head of Office of the Organization :
3. Requisition for recruitment to
- (a) Name of the post : Code:
- (b) Scale of pay : PB I/PB II Code: Use A for PB I & B for PB II
- (c) Grade pay : ₹
- (d) Classification : Gr. C Non Technical/
Gr. B Non-Gazetted Code: Use B for Gr. 'B' Non-Gazetted
Use C for Gr. 'C' Non-technical
4. Total vacancies:
(Enclose a detailed State/Union Territory-wise statement)

Details	UR <input type="text"/> 9	OBC <input type="text"/> 6	SC <input type="text"/> 1	ST <input type="text"/> 2	TOTAL <input type="text"/> T
(a) Category-wise vertical vacancies/Codes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(b) Horizontal Vacancies/Codes					
(i) Ex-serviceman <input type="text"/> 3	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) PH-OH <input type="text"/> 4	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
HH <input type="text"/> 5	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
VH <input type="text"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. Any other information the indenting Office wants to provide: (Enclose separate sheet if necessary)

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 all regular vacancies which fall within the direct recruitment quota and necessary sanction of the Govt. for these posts is available;
- (c) The vacancies reported will not be withdrawn nor the number and category break-up of vacancies shall be altered under any circumstance;
- (d) Suitable personnel are not available with the Surplus Cell of DOPT for filling up these vacancies;
- (e) Policy relating to 3% reservation for persons with disabilities has been dully followed;
- (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 for SC, ST,OBC etc. as mentioned in Column 4 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.
- (i) The posts involve/do not involve AISL.

* Strike off whichever is not applicable.

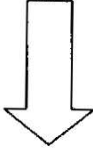
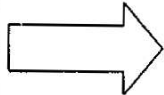
Signature and official Seal
of the Officer authorised to
send this requisition.

Annexure-1 (w.r.t. Item 4)State-wise/Zone-wise vacancies*

Name of Ministry/Department/Organization _____

Name of Examination _____

Post _____

State/Union Territory 	Vacancies 	SC	ST	OBC	UR	Ex-S	PH			Total (1+2+3+4)
		1	2	3	4	5	VH	OH	HH	
Andhra Pradesh										
Arunachal Pradesh										
Assam										
Bihar										
Chhattisgarh										
Delhi										
Gujarat										
Goa, Daman & Diu										
Himachal Pradesh										
Jammu & Kashmir										
Jharkhand										
Kerala & Lakshadweep										
Karnataka										
Maharashtra, Dadra & Nagar Haveli										
Madhya Pradesh										
Manipur										
Meghalaya										
Mizoram										
Nagaland										
Orissa										
Punjab, Haryana & Chandigarh										
Rajasthan										
Tripura										
Tamil Nadu & Puducherry										
Uttarakhand										
Uttar Pradesh										
West Bengal										
Andaman & Nicobar										

Signature & Designation
of Requisitioning Officer

*If any office has jurisdiction over two or more States/UTs or part thereof, the vacancies may be approximately shown on a note to be separately appended.

Annexure-II**Post Codes**

S.No.	Post	Code
1.	Accountant	101
2.	Assistant	102
3.	Assistant (Cypher)	103
4.	Assistant Enforcement Officer	104
5.	Assistant Sub-Inspector	105
6.	Auditor	106
7.	Compiler	107
8.	Data Entry Operator	108
9.	Divisional Accountant	109
10.	Examiner	110
11.	Hindi Pradhyapak	111
12.	Inspector	112
13.	Junior Accountant	113
14.	Junior Engineer (Civil)	114
15.	Junior Engineer (Electrical)	115
16.	Junior Engineer (Mechanical)	116
17.	Junior Hindi Translator	117
18.	Junior Translator	118
19.	Lower Division Clerk	119
20.	Multi Tasking (Non-Technical) staff	120
21.	Preventive Officer	121
22.	Scientific Assistant	122
23.	Statistical Investigator- Grade II	123
24.	Stenographer Grade C	124
25.	Stenographer Grade D	125
26.	Storekeeper	126
27.	Sub-Inspector	127
28.	Tax Assistant	128
29.	Upper Division Clerk	129

ANNEXURE -III**Department/Organization Codes**

S.No.	Name of Organization/Department	Code
1.	Central Administrative Tribunal	0001
2.	Central Board of Excise & Customs	0002
3.	Central Bureau of Investigation	0003
4.	Central Board of Direct Taxes	0004
5.	Central Public Works Department	0005
6.	Central Vigilance Commission	0006
7.	Coast Guard	0007
8.	Controller & Auditor General of India	0008
9.	Controller General of Accounts	0009
10.	Controller General of Defence Accounts	0010
11.	Department of Personnel & Training	0011
12.	Department of Official Language	0012
13.	Department of Post	0013
14.	Department of Revenue	0014
15.	Directorate of Enforcement	0015
16.	Election Commission of India	0016
17.	Intelligence Bureau	0017
18.	Ministry of Defence	0018
19.	Ministry of External Affairs	0019
20.	Ministry of Home Affairs	0020
21.	Ministry of Law & Justice	0021
22.	Ministry of Parliamentary Affairs	0022
23.	Ministry of Statistics & Programme Implementation	0023
24.	Ministry of Social Justice & Empowerment	0024
25.	Ministry of Tourism	0025
26.	Military Engineering Service	0026
27.	National Investigation Agency	0027
28.	National Crime Bureau	0028
29.	Railway Board	0029
30.	The Registrar General of India	0030

Note: In case of Subordinate/ Attached Offices of the above situated other than in Delhi, the first digit may be replaced by:

- 1: North West Region (NWR)
- 2: Northern Region (NR)
- 3: Central Region (CR)
- 4: Eastern Region (ER)
- 5: North Eastern Region (NER)
- 6: Madhya Pradesh Region (MPR)
- 7: Western Region (WR)
- 8: Southern Region (SR)
- 9: Kerala & Karnataka Region (KKR)

For example, Principal A.G, Rajasthan placing requisition with the Northern Region will indicate his code as 2008. Controller of DA placing requisition with Central Region will use the code 3010.