

PROFORMA FOR SENDING REQUISITIONS FOR RECRUITMENT TO SELECTION  
POSTS

(TO BE SUBMITTED IN DUPLICATE)

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

1. Staff Selection Commission (SSC) recruits Group 'C' (Non-Technical) and Group 'B' (Non-Gazetted) Posts up to the Level-8 of Pay Matrix in the 7<sup>th</sup> CPC [Grade Pay of Rs. 4800/- in the 6<sup>th</sup> CPC].
2. The requisitions for Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) 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. Each requisition should be accompanied by the following documents:-
  - a) A copy of the notified Recruitment Rules with GSR number. **(The Recruitment Rules should be revised in accordance with the DoP&T's OM No. AB-14017/61/2008-Estt.(RR) dated 17.03.2016)**
  - b) A copy of the laid down duties and responsibilities attached to the post.
  - c) A copy of the 'No Objection Certificate' obtained from Division of Retraining and Redeployment of the Department 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 28.02.1990 and DOPT letter No.1/5/2000-CS.III, dated 10.11.2000
  - d) A certificate in accordance with DOPT O.M. No. 36035/02/2017-EStt (Res), dated 15.01.2018 in order to ensure compliance with the provisions of the '*THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016*'.
  - e) The Head of the Department should give a certificate to the effect that he/she has personally checked and ensured the correctness of the information given in the requisition form with regard to the reservation of Persons with disabilities(PwD) of the indented **vacancy and to indicate the point of the roster against which the above vacancy falls**. It should be clearly certified whether the above vacancy falls against the reserved point of PwD or not. If not, it may be indicated as to whether the post is identified suitable for being manned by the persons with disabilities.
4. Each requisition shall be submitted by the User Department separately, in case of more than one Requisition.

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1.	a.	Name of the Organization/Office:			
	b.	Ministry/Department to which attached:			
	c.	Whether the requisitioning authority is authorized by the administrative Ministry/Deptt. to place the requisition with the SSC directly:			
2.	Contact details and complete postal address of the Head Office of the organization of requisition	a.	Name:		
		b.	Designation:		
		c.	Address:		
		d.	Telephone No. & Fax No.		
		e.	E-mail address:		
3.	Details of the Post (for which Requisition is being submitted):-				
	a.	Name of the post:			
	b.	Scale of Pay:			
	c.	Classification of Post	i.	Whether Group 'C' Non-Technical; Or	
			ii.	Group 'B' Non-Gazetted	
	d.	Brief description of the job requirements and nature of duties of the post. (Separate Sheet may be annexed if space is insufficient)			
	e.	Place of initial posting (including the name of the District and State) for each vacancy separately.			
f.	Whether all India Service Liability (AISL) is involved				
4.	How have the vacancies arisen? (Clearly specify, by promotion/resignation/death/retirement etc. in case the vacancy is due to failure to recruit by transfer/deputation, the details thereof may also be indicated)				

5. Break-up of vacancies (this may be shown in the format of vertical and horizontal components as indicated below):								
(a)	Category-wise (Vertical) break-up of vacancies Note: Break-up of current and backlog vacancies for SCs & STs to be indicated.	Category	No. of vacancies					
		UR						
		OBC						
		SC	Current___	Backlog___				
		ST	Current___	Backlog___				
(b)	In accordance with DoP&T's OM No.36039/1/2019-Estt.(Res.) dated 19.01.2019	EWS						
(c)	Whether the post is identified as suitable for PwD	Yes/No						
<b>Note - Refer</b> DOPT O.M. No. 36035/02/2017-Estt (Res), dated 15.01.2018. The User Department shall furnish the requisite Certificate as per <b>APPENDIX-I</b> of the requisition as and when sending the requisition to the recruiting agency or authority.								
(d)	If Yes, indicate the number of vacancies shown in column 5(a) for Persons with Disabilities(PwD) (Horizontal Reservation) and permissible disabilities i.e. One Arm affected, One Leg affected, Both Leg affected, One Arm & One Leg affected, Both Arms affected, low vision, Blind etc. And for Ex-Servicemen(ESM) (Horizontal component) as per columns below:-							
		SC	ST	OBC	UR	Total	*Remarks *If only specific disabilities under a PwD category are permitted e.g. low vision, one Arm affected, etc., same may be indicated.	
PwD	(a)	<i>blindness &amp; low vision:</i>						
	(b)	<i>deaf &amp; hard of hearing:</i>						
	(c)	<i>locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy:</i>						
	(d)	<i>Others: autism, intellectual disability, specific learning disability and mental illness;</i>						
	(e)	<i>multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness</i>						
ESM								

<p><b>Note: The nature of disability permissible e.g. Low vision, Blind, OA, OL, BL, OAL, BA, Others, etc. should be clearly indicated in the relevant column otherwise the requisition will not be accepted.</b></p>																						
6.	Period of Probation:																					
7.	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)																					
(c)	Relaxations, if any.																					
8.	<p>Age limit as per Recruitment Rules:- (If any Specific relaxation is given to the post and extant of relaxation):-</p> <p><b>Note:</b> As regards age relaxation your attention is invited to DOPT OM No. 15012/2/2010-Estt.(D) dated the 27<sup>th</sup> March, 2012 read with the DOPT OM No. 43019/28/86-Estt (D) dated 01.02.1999.</p>																					
9.	Any other conditions for eligibility not covered by the above columns																					
10.	<table border="1"> <tr> <td rowspan="5">Name, address &amp; tel. No. of the officer (not below the rank of Deputy Secretary of the Ministry/Deptt.) who will be deputed/contacted to assist SSC, if required</td> <td>a.</td> <td>Name:</td> <td>:</td> <td></td> </tr> <tr> <td>b.</td> <td>Designation:</td> <td>:</td> <td></td> </tr> <tr> <td>c.</td> <td>Address:</td> <td>:</td> <td></td> </tr> <tr> <td>d.</td> <td>Telephone No. &amp; Fax No.:</td> <td>:</td> <td></td> </tr> <tr> <td>e.</td> <td>E-mail address:</td> <td>:</td> <td></td> </tr> </table>	Name, address & tel. No. of the officer (not below the rank of Deputy Secretary of the Ministry/Deptt.) who will be deputed/contacted to assist SSC, if required	a.	Name:	:		b.	Designation:	:		c.	Address:	:		d.	Telephone No. & Fax No.:	:		e.	E-mail address:	:	
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	b.		Designation:	:																		
	c.		Address:	:																		
	d.		Telephone No. & Fax No.:	:																		
	e.	E-mail address:	:																			
11.	Whether the captioned posts (s) has/have been exempted from ban orders imposed by the M/o Finance vide their OM Nos. F.7 (1)-E (Coord.)/84, dated 3.1.1984 and F.7 (3)/6/E. Coord/99, dated 5.8.1999 or any subsequent orders.																					
12.	Whether a 'No Objection Certificate' from Division of Retraining and Redeployment of the DOPT has been obtained 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.(as amended from time to time)																					
13.	Whether the number of vacancies reserved for SC, ST & OBC as mentioned in column 5 above is in accordance with the reservation quota fixed for these communities as per DOPT OM No. 36012/2/96-Estt (Res), dated 2.7.1997 (as amended from time to time) and DOPT OM No. 36012/5/97-Estt (SCT), dated 20.7.2000 (as amended from time to time).																					
14.	Whether the vacancies for Persons with Disabilities (PwD) and Ex-Servicemen (ESM) have been worked out with reference to the DOPT OM No. 36035/02/2017-Estt.(Res), dated 15.01.2018 (as amended from time to time) and 36034/1/2014-Estt(Res), dated 14.08.2014 (as amended from time to time), respectively.																					

15.	Whether the provisions of 'The Rights of Persons with Disabilities Act, 2016' are complied with.	
6.	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.	
17.	Letter No. and date by which nomination has been made earlier by SSC to your office for the same Post.	
18.	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.	All vacancies projected in this requisition are regular and fall under the direct recruitment quota as per RR and necessary sanction of the competent authority in the government for these posts has been obtained;	
c.	The vacancies reported shall not be withdrawn nor the number and category-wise break-up of vacancies shall be altered under any circumstances;	
d.	All age relaxations are in accordance with DOPT's latest instructions dated 27.03.2012 and amendment from time to time	
e.	<b>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.</b>	

Place: -----

Date: -----

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

a. Name:-----

b. Designation: -----

c. Address: -----  
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d. Tel/Fax. No.-----

e. E-mail:-----

**APPENDIX-I**

**CERTIFICATES TO BE GIVEN BY REQUISITIONING AUTHORITY:**

**1. (See DOPT O.M. No. 36035/02/2017-Estt (Res) Dated 15.01.2018 Para 10)**

It is certified that the requirements of the '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.

Name and Designation  
(Alongwith Seal of the Organization)

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**2. As per Procedure of recruitment under Selection Posts.**

This office undertakes to depute an officer of at least the rank of Section Officer/Assistant Director in the Central Government for (i) scrutiny of documents of shortlisted candidates and (ii) document verification before finalisation of results. The deputed officer will have the authority of the organisation to advise the Commission about the equitability of documents w.r.t. educational qualifications and experience as required under the Recruitment Rules for the requisitioned post(s).

Name and Designation  
(Alongwith Seal of the Organization)