

कर्मिक शाखा/Personnel Branch
बीएसएनएल निगम कार्या./BSNL Corporate Office
चौथा तल, भारत संचार भवन
4th Floor, Bharat Sanchar Bhawan,
जनपथ, नई दिल्ली-10001/Janpath, New Delhi-110001.



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-PERS/15(17)/4/2022-PERS1

Dated: 14-NOV-2022

To

The General Secretary,
SNEA

Subject: **Revision of Recruitment Rules of BSNL Management Services-
regarding.**

It is proposed to revise the Recruitment Rules of BSNL Management Services in the post VRS scenario. It has also been decided to frame separate MSRRs (Stream Wise) in place of existing consolidated MSRRs.

2. Please find enclosed herewith the following draft Recruitment Rules of BSNL Management Services:
 - a) BSNL Management Services-TELECOM OPERATIONS STREAM- 2023
 - b) BSNL Management Services-TELECOM FACTORY STREAM- 2023
3. Recruitment Rules of Finance Stream, Civil Stream and Electrical Stream will broadly be prepared on the lines of draft MSRRs of Telecom Stream-2023. Further, Recruitment Rules of Architecture Stream, erstwhile CSS/CSSS & PPS(Field Units) Streams shall be prepared based on draft MSRRs of Telecom Factory Stream-2023.
4. Valuable comments of your Association are invited on these draft Recruitment Rules. The comments may be furnished through e-mail at email ID agmperspolicysnlnco@gmail.com followed by hard copy by **21-11-2022** (4.00 P.M.).

Encl.: As above


[Mool Chand]
Astt. General Manager (Pers. Policy)

कार्मिक शाखा/Personnel Branch
बीएसएनएल निगम कार्या./BSNL Corporate Office
चौथा तल, भारत संचार भवन
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भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-PERS/15(17)/4/2022-PERS1

Dated: 24-NOV-2022

To

The General Secretary,
SNEA

Subject: **Revision of Recruitment Rules of BSNL Management Services- regarding.**

Kindly refer to this office letter of even No. dated 14.11.2022 forwarding the following draft MSRRs for comments of your Association:

- BSNL Management Services-TELECOM OPERATIONS STREAM- 2023
- BSNL Management Services-TELECOM FACTORY STREAM- 2023

2. In this regard, the undersigned is directed to say that Note 1 below Schedule I of draft MSRRs-2023 for Telecom Operations Stream stands replaced with revised Note 1, as given below:

Revised Note 1

- In the LICE to be conducted for the year 2023 & 2024 only, for promotion to DGM grade as per the provisions of these Recruitment Rules, in addition to regular AGM/DE equivalent who have rendered not less than 3 years of regular service in the grade as on 1st January of the year to which vacancy pertains, following will also be eligible as a onetime measure as promotions are held up for last many years at AGM level:
 - Regular AGM/DE with combined 8 years of regular service in AGM & SDE grades as on 1st January of the year for which examination is notified.

Or

 - Regular SDE with 8 years of regular service in SDE grade with 19 years of combined regular service in SDE and JTO grades as on 1st January of year for which examination is notified.

3. Accordingly, comments on the draft MSRRs may please be expedited and sent through e-mail at email ID agmperspolicybsnlco@gmail.com at the earliest and latest by 28-11-2022 (04.00 p.m.).

This issues with the approval of competent authority.


[Mool Chand]

Astt. General Manager (Pers. Policy)



File No. 4-02/2021 – Restg

Dated: 23.11.2021

To

**All CGMs
(Territorial / Non Territorial Circles),
BSNL.**

Subject: BSNL Board approval on total Manpower requirement in BSNL, the revised sanctioned strength after post VRS restructuring in different grades in **Telecom Stream** and the modifications in the Recruitment Policy **-Reg**

Under revival package for BSNL, VRS scheme was approved by Govt. of India. On implementation of VRS scheme a large workforce opted for VRS. The restructuring of organization and assessment of manpower based on current business requirement has become necessary. Man power re-alignment due to significant changes in technology, use of IT tools in various functions, new initiatives by business verticals, changes in business model and business processes, effective utilization of man power and efficiency in operation necessitated framing of revised Man power Plan of BSNL.

Accordingly in view of above, Man power Plan of BSNL was prepared, which constituted the man power requirement in BSNL in each grade and streams and the modifications in the recruitment rule with an aim to make the workforce more competitive so as to ensure better career progression to the employees. The man power requirement was prepared based on the positional norms under organizational restructuring and operational norms framed to carry out the operational activities for maintaining and monitoring the Telecom infrastructure and enhanced customer interface and customer satisfaction. BSNL Board after due consideration to the Man power Plan, placed before the Board, approved the Manpower requirement in BSNL post VRS restructuring and modifications in Recruitment Rule, as under:

- 1.The revised Sanctioned strength post VRS restructuring shall be effective w.e.f. 01.02.20.** All the posts of Executives and Non Executive who have taken VRS are abolished w.e.f. 01.02.20. Further, the posts held by the Executives and Non Executives retiring on superannuation from 01.02.20 to 31.01.22 shall be considered as personal and supernumeric in terms of the decision of cabinet conveyed vide letter dated 05.01.21 (the post held by employees in the age of 58-60 Years will lapse as and when such employees retires during the period from 01.02.20 to 31.01.22).



2. After taking into consideration the abolition of post as per para 1 above, the total manpower requirement in BSNL post VRS restructuring shall be as under:

A. EXECUTIVES:

GRADE	Sanctioned Strength PRE VRS	Approved Strength POST VRS Restructuring
CGM/PGM/Sr.GM/GM Eq	796	579
DGM/SE Eq	1878	1484
DR DGM	210	168
AGM/CAO/EE Eq	5118	4542
MT	1998	1117
SDE/AO Eq	32026	13434
JTO/ JAO Eq	50477	14777
Executive Total	92503	36101

B. NON-EXECUTIVES:

GRADE	Sanctioned Strength PRE VRS	Approved Strength POST VRS Restructuring
JE & Draftsman	34646	7991
TT	121261	11112
ATT	52871	11112
OS/AOS/SOA/JOA (Sr. TOA)	43561	4980
JHT/SHT	406	146 (working strength)
Other Group- C & D including I/W	19718	1975(working strength – dying cader)
Non-Executive Total	272463	35341

The total Employee strength shall be 71442.

3. The Grade wise approved manpower in respect of Executives of Telecom stream are as under-

Grade	Manpower approved
CGM/PGM	63
Sr.GM/GM	429
DGM- Internal	1116
DR DGM	120
AGM- Int	3600
MT	900
SDE	10687
JTO	11756
Executive Total	28671



All the posts in excess of the approved sanctioned strength Post VRS restructuring by BSNL Board in different grades and streams stand abolished w.e.f. 01.02.20. No. of posts (working strength as on 01.09.21) of Executives for Rajbhasha section i.e. SDE(OL) and JTO(OL) are included in the above approved man power of Telecom stream.

4. The revised sanctioned man power post VRS restructuring in all Territorial and Non-Territorial Circles in respect of Executives and Non Executives is enclosed as Annexure-I. Circle shall prepare and forward the BA wise detail list of Executives and Non executives of Telecom unit (grade wise) based on BA structure and operational norms (order issued vide letter dated 17.11.21) and within the grade wise sanctioned strength of the circle as per Annexure- I, to Restructuring unit, BSNLCO for records.
5. Following actions have been approved on man power plan including the modifications in Recruitment Rules-

i) Actions in the Recruitment Rules in Non Executives Cadre:

- a) There shall be only six grades {JE, TT, ATT, OS/AOS/SOA/JOA etc (Erstwhile Sr. ToA/ToA cadre etc), JHT & SHT} in Non Executive cadre, which are declared live/ operational.
- b) All other cadre and Grades of Non Executives other than those mentioned above in para (a) are declared as Dying Cadres. All the posts in excess of the existing (working) non-executives as on 01.09.21 in all the grades and cadres of dying cadre are abolished. No further appointment shall be made in these cadres and grades by direct recruitment. However, the existing Non Executives of these Dying Cadres will continue to avail promotional benefits as provided in the respective cadres/grades. On retirement or on separation from service of the existing (working) Non-Executives of these Dying Cadres, the post falling vacant shall be filled up by way of promotion from the Non- Executives of dying or non -dying cadre. The post falling vacant in the dying cadre (in the lower grade) after promotion to the next higher grade will stand abolished automatically & no equivalent post in another Cadre /Grade shall be created in lieu if it, (i.e swapping of posts). Similarly, the vacant posts in the higher grade in dying cadres shall be abolished only after taking into consideration the promotional avenues of existing non-executives in the feeder grade.



- c) Direct Recruitment in Non-Executives shall be considered only in TT and JE level henceforth. All other direct Recruitment in Non Executives in any grades are declared closed. However promotions of Non Executives from lower grade to higher grade shall be continued as per existing Recruitment Rules.
- d) The JHT and SHT posts are to be realigned and the man power may be finalized within the overall sanctioned post VRS Restructuring and in accordance with the revised organizational restructure and in accordance with govt. guidelines for establishment of Rajbhasha section in the organization.

Further actions on the above are to be taken by Establishment unit of BSNL CO being the cadre controlling for Non executives and Recruitment policy may accordingly be modified and published.

ii) Actions in the Recruitment Rules in Executives Cadres:

- a) Direct Recruitment in JTO, MT shall be continued in Executives Grade in all the four main streams i.e. Telecom, Finance, Civil and Electrical whereas Direct recruitment in DR DGM shall be continued only in Telecom and Finance.
- b) Number of post under DRDGM in Telecom cadre has been reduced from 150 to 120. These shall accordingly be modified in the Recruitment Rule of DR DGM keeping the other provisions in the recruitment rule unchanged.
- c) Number of MT Management trainee Post has been reduced from 1325 to 900 with Internal and External provision 50:50 i.e. 50% of total post (450) for External and 50% of total post (450) for internal. Further the internal provisions has been converted into LICE for promotion from SDE to AGM grade. Accordingly, these provisions in the MTRR and MSRR may be modified.
- d) Under Organisational Restructuring, in the new structure and norms of all planning and field units, JTO/JAO or eq and SDE/AO or eq are functionally considered in single cluster (interchangeably used) i.e. JTO or eq and SDE or eq shall work independently and both shall report to next higher level. Further due to various reasons, the



promotion from JTO to SDE are delayed and the Executives in JTO grade are stagnating for more than 15 to 20 years. So considering the HR best practices, a JTO with 12 Years service in JTO grade as on 1st January of the Financial year, may be considered for – **Promotion from JTO to SDE on personal up gradation basis.** Subsequently on vacating the post of SDE either by promotion to next higher grade or by superannuation/VRS/ Technical resignation/ resignation etc., the post of SDE will be reverted back in JTO grade. Accordingly, the RR of SDE may be modified.

- e) The number of GM and above grade Executives working in civil/ Electrical/ Telecom factories streams are more than the numbers fixed under post VRS sanctioned strength. These Executives shall be used on the common management post like HR/Admin/S&M/EB and BA head etc.
- f) Rajbhasha section be realigned and their man power may be finalized within the overall sanctioned post of Executives post VRS restructuring and in accordance with the revised organizational restructure and Govt. guidelines for establishment of Rajbhasha section in the organization.

Further actions on the above in respect of executives are to be taken by Personnel unit of BSNL CO, being the cadre controlling and Recruitment policy may accordingly be modified and published.

6. No Direct recruitment will be made in future without the approval of the BSNL Board. So, Direct Recruitment in the TT/JE/JTO/MT/DRDGM arising in a year due to vacancies in the Grade shall be made after analysing the actual requirement in the field and with the approval of BSNL Board only.
7. Total strength of employees shall not exceed the present working strength (as on 1.9.2021), which is 63525 without the approval of BSNL Board.
8. In post VRS/Retirement (from 1.2.20 to 31.1.22) scenario and after restructuring 579 posts are available in E 9 grade (all streams) out of which 86 posts will be operated in CGM/PGM grade and 493 E9 posts will be operated in GM grade. 139 posts in E 9 grade shall stand abolished. In order to have no financial implication and the fact that all the posts (CGM/PGM/GM) are in E 9 grade, no increment shall be allowed on post based promotion from GM to PGM/CGM posts.



9. The Man power plan shall be reviewed after 2 Years from the date of implementation.

This is issued with the approval of Competent Authority.

Enclosure: Annex.-I


Manish Kumar
GM (Restructuring)

Copy to:

1. CMD BSNL for information please
2. Dir(CFA)/Dir(HR)/Dir(CM)/Dir(EB)/Dir(Fin) for information please
3. CVO BSNL CO for information please.
4. CS and GM(legal) BSNL CO for information please.
5. PGM(Pers)/Sr. GM Estt BSNL CO for making necessary modifications in the Recruitment Rules.
6. All CGM/PGM/Sr.GM/GM BSNL CO for information please
7. Spare in the file

(I) Sanctioned Manpower of Territorial Circles & Nodal centres - Telecom stream

Circle	Executives										Non Executives				
	CGM	PGM	Sr. GM/GM	DGM	AGM	SDE/JTO	Total	JE	TT/ATT	JOA/SOA/OA (Erstwhile Sr. ToA/ToA)	Total				
AN	1	0	2	4	16	88	111	19	51	14	84				
AP	1	2	16	58	219	1012	1308	403	1073	304	1780				
AS	1	0	11	33	74	401	520	93	321	71	485				
BR	1	1	10	31	94	455	592	77	402	222	701				
CG	1	0	7	20	61	296	385	61	263	116	440				
GJ	1	2	19	64	215	1109	1410	474	1273	246	1993				
HP	1	0	8	23	55	269	356	59	207	77	343				
HR	1	1	12	45	116	538	713	130	431	133	694				
JK	1	0	7	21	66	298	393	102	286	63	451				
JHK	1	0	6	20	60	282	369	65	263	98	426				
KR	1	5	23	72	425	2070	2596	1176	2810	318	4304				
KTK	1	2	23	68	297	1493	1884	680	1776	233	2689				
MP	1	1	13	53	182	842	1092	248	799	234	1281				
MH	1	2	25	88	365	1768	2249	748	2057	455	3260				
NE-I	1	0	6	17	43	203	270	44	146	48	238				
NE-II	1	0	6	13	41	201	262	34	129	63	226				
OR	1	1	13	44	120	592	771	151	552	186	889				
PB	1	0	12	43	140	705	901	277	781	186	1244				
RJ	1	1	14	53	188	895	1152	296	927	240	1463				
TN	1	4	21	71	289	1333	1719	558	1467	306	2331				
TEL	1	1	16	44	146	744	952	302	809	154	1265				
UK	1	0	6	21	55	268	351	73	231	69	373				
UPE	1	1	14	56	164	790	1026	174	771	559	1504				
UPW	1	0	10	36	106	538	691	161	514	232	907				
WB	1	0	9	32	80	413	535	102	398	225	725				
CHTD	1	0	9	11	102	541	664	314	706	45	1065				
KoITD	1	0	8	11	125	657	802	398	864	72	1334				
Sikkim	1	0	2	4	12	73	92	7	22	2	31				
Nodal Centres	0	0	4	8	13	211	236	16	0	9	25				
Total	28	24	332	1064	3869	19085	24402	7242	20329	4980	32551				

Signature
Date: 11-11-2022

(II) Sanctioned Manpower of Non Territorial Circles - Telecom stream

Non-Territorial Circle	Executives								Non Executives		
	CGM	PGM	Sr. GM/GM	DGM	AGM	SDE/JTO	Total	JE	TT/ATT	Total	
CN-TX	5	1	32	71	443	2248	2800	749	1873	2622	
Trg Centre	1	1	8	11	29	120	170		22	22	
ITPC	1		10	15	29	224	279			0	
BBNW	1		10	21	32	250	314			0	
Inspection & QA	1		5	14	18	175	213			0	
Total	9	2	65	132	551	3017	3776	749	1895	2644	

Done
23.11.21



BHARAT SANCHAR NIGAM LTD.

CORPORATE OFFICE, PERSONNEL – I SECTION
4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-1

No. 400-106/2007-Pers.I

Date:- 12th Oct., 2010.

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAITT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited.

Subject:-Recruitment Rules of BSNL Management Services (BSNLMS RRs, 2009) – Amendment therein.


Reference is invited to Recruitment Rules of BSNL Management Services, issued vide this office letter of even No. dated 14th July, 2009. Approval of the BSNL Board is hereby conveyed for insertion of the following clauses as Note 4, Note 5 and Note 6 below existing Note 3 of Schedule ID of BSNL MS RRs, 2009:-

Note 4: Existing incumbents holding the posts of executives on regular basis on the date of notification of these RRs shall continue to be eligible for promotion to the grade of AGM equivalent to STS grade irrespective to their educational qualification."

Note 5: After publication of this BSNL MS RR, Group B executives of CSS/CSSS cadres shall be promoted/regularized on STS vacancies of their quota as per provisions of the RRs. Those who have been working as STS on ad hoc basis may, after their regular promotion as STS equivalent, be given ad hoc promotion as JAG equivalent depending upon JAG equivalent vacancies. While making ad hoc promotions to JAG equivalent for the first time after notification of this RR, relaxations in eligibility service will be considered as a one-time measure.

Note 6: "In case of non-availability of regular and eligible STS equivalent level Executives with requisite number of years of eligibility service for subsequent promotion to JAG equivalent as per para 4 above, case for relaxation in eligibility service may be considered subject to approval of Management Committee."

This issues with the approval of the Competent Authority.


(R. K. Verma) 12/10/10

Assistant General Manager(Pers.-I)

Copy to:-

- 1) The PPS to CMD, BSNL, New Delhi
- 2) The PPS to all Directors, BSNL Board, New Delhi
- 3) All Executive Directors, BSNL C.O., New Delhi
- 4) The CS& Sr.GM(Legal), BSNL CO w.r.t. his Memo.no. BSNL/SECTT/131/BM/EXTRACT/06 dated 11th October, 2010.
- 5) The CVO/DDG(SU)/(Estt.)/Director (Staff)/US(STG-III), DoT, Sanchar Bhawan, New Delhi.
- 6) The CVO/PGM/GM(Pers.)/(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.)/(Arch.)/(TF), BSNL C.O.
- 7) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
- 8) The DM(Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 9) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 10) All AMs, Pers. I Section.
- 11) Spare copy/Order Bundle.



BHARAT SANCHAR NIGAM LIMITED
CORPORATE OFFICE
(PERSONNEL - I SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-106/2013-Pers.I

dated: July 16th, 2015

All Heads of Telecom Circles/
Metro Districts/Maintenance Regions/
Projects/Stores/BRBRAINTT/ALTTC.
All other Administrative Units,
Bharat Sanchar Nigam Limited

Subject: Educational qualification for promotion to the grade of EE(Civil/Elect.) - Degree in Engineering and its equivalence in note 2 under Schedule IB of BSNL MSRR-2009.

This refers to the provision of educational qualification required for promotion to the grade of Executive Engineer in Civil/Electrical streams under Schedule IB of BSNL Management Services Recruitment Rules, 2009. The note 2 under Schedule IB provides that:-

"Educational qualification for executives to be promoted to the grade of AGM/EE/Arch shall be degree in engineering or equivalent in respect of Civil & Electrical disciplines whereas degree in Architecture or equivalent and valid registration as Architect with the Council of Architects for Architectural discipline."

The issue of qualifications equivalent to Degree in Engineering and related matters of promotions to the grade of EE(C/E) is being agitated for quite some time. The matter has been considered in view of a recent document of DoT (O.M. no.19-13/2012-CWG, dt.11-Feb-2015) elaborating the judgments of Hon'ble Principal Bench of CAT, New Delhi and Hon'ble High Court of Delhi whereby the equivalence of Diploma in Engineering in appropriate discipline plus total ten years of technical experience in the appropriate fields with a Degree in Engineering has been established in the background of Ministry of Education & Social Welfare O.M. no.F-18-15/75/T-2, dt.26-05-1977. The judicial pronouncements have further been endorsed in the communications between DoT and DoP&T.

In view of the above endorsements, it has been decided by management to clarify that for promotions to Executive Engineer grade in Civil/Electrical streams, a 'diploma in appropriate field of engineering with 10 years of experience' shall be construed to be equivalent to 'Degree in Engineering' in appropriate field as per the requirements of note 2 under Schedule IB of BSNL MSRR-2009.


(Manish Kumar)

Deputy General Manager (Pers.)

Contd...p-2/-

Continued from pre-page

No. 400-106/2013-Pers.I

dated: July , 2015

Copy to:-

- 1) The PPS to CMD, BSNL/ all Executive Directors, BSNL C.O., New Delhi
- 2) The CVO/PGM/GM(Pers.)/(Estt)/(Trg.)/(EF)/(FP)/(BW)/(Civil)/(Elect.) / (Arch.)/(TF), BSNL C.O.
- 3) The AGM(Pers.II/Pers.IV/Pers.V/CSS), BSNL C.O.
- 4) All DMs(PersI/Admn.I/II/CSS/L&A/Paybill/Cash/Pension, BSNL C.O.
- 5) The Rajbhasha Adhikari, BSNL C.O. for Hindi version.
- 6) Spare copy/Order Bundle.

Keshav Kumar
16/7/2015

(Keshav Kumar)
Deputy Manager (Pers.I)
Tel: 23765353

No. AB-14017/12/88-Estt. (RR)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel & Training

New Delhi, the 25th March, 96

OFFICE MEMORANDUM

Subject: Revision of guidelines for framing/amendment/relaxation of recruitment rules – consideration of seniors in cases where juniors are considered.

The undersigned is directed to refer to para 3.1.2 of part.III in this Department's O.M. No.AB-14017/12/87-Estt. (RR) dated 18th March, 1988 wherein it was suggested that a suitable "Note" may be inserted in the Recruitment Rules to the effect that seniors who have completed the probation period may also be considered for promotion when their juniors who have completed the requisite service are being considered.

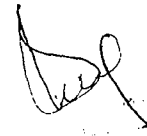
2. In the light of the Supreme Court judgement in R. Prabha Devi and others versus Government of India and others in Civil Appeals Nos. 2040-42 of 1987 decided on March 8, 1988 on the judgement and order dated Feb. 11, 1986 of the Central Administrative Tribunal, New Delhi and in continuation of O.M. of even No. dated 23.10.1989 Government have decided to amend para 3.1.2 of Part.III in this Department's O.M. No.AB-14017/12/87-Estt. (RR) dated 18th March, 1988. Accordingly, the last sentence of para 3.1.2 will stand amended to read as under:-

"To avoid such a situation the following note may be inserted below the relevant service rules/column in the schedule to the Recruitment Rules.

Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service."

Supplied under
RTI Act.

Contd.2/-


A large, stylized handwritten signature in black ink, appearing to be a cursive name, is written over a faint circular stamp or watermark.

3. Consequently para 2.1.2. of this Department O.M. No.AB-14017/12/87-Estt. (RR) dated the 18th March, 1988 will also be amended with the addition of the following sentence after 3rd sentence of para 2.1.2 ibid.

“The administrative Ministries/Departments are also empowered to amend all the service rules/recruitment rules to incorporate the “Note” as amended above.”

*Suppld
RTP under
Act.*

Sd/
(T. O. Thomas)

Under Secretary to the Government of India

To

All Ministries/Departments of Govt. of India

Copy to:-

1. Comptroller and Auditor General of India
10, Bahadur Shah Zafar Marg, New Delhi.
2. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – w.r.t.
their No.F/1/1/93-S.II dated 27th November, 1995. The above decision has been taken
with the approval of the competent authority.

Sd/
(T. O. Thomas)

Under Secretary to the Government of India

No. AB 14017/12/87-Estt. (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
.....

New Delhi, the 18th March, 1988

OFFICE MEMORANDUM

Subject: Revision of guidelines for framing/amendment/relaxation
of recruitment rules issued on 22.5.1979

The undersigned is directed to state that instructions on framing/amendment of recruitment rules were issued in a consolidated form in this Department's OM No. 14017/24/76-Estt. (RR) dated 22.5.79. Subsequently, a number of orders and clarifications have been issued on the subject. As part of this Ministry's Action Plan for the year 1987-88, the existing instructions have been reviewed and consolidated in the form of "Guidelines on framing/amendment/relaxation of recruitment rules", a copy of which is enclosed. This will replace the existing Part I of the Hand Book on "Recruitment Rules".

Sd/-

(S.K. Parthasarathy)
Joint Secretary to the Govt. of India

To

All Ministries and Departments of the
Govt. of India (As per standard list)

DRAFT GUIDELINES ON FRAMING/AMENMENT/RELAXATION OF
RECRUITMENT RULES

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Contd.....

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GUIDELINES ON FRAMING/AMENDMENT/
RELAXATION OF RECRUITMENT RULES

PART - 1

GENERAL 1.1 INTRODUCTION OF GENERAL PRINCIPLES

GUIDELINES As soon as a decision is taken to create a new post/ service or to upgrade any post or re-structure any Service, action should be taken immediately by the Administrative Ministry/ Department concerned to frame Recruitment Rules therefor.

1.2. Recruitment Rules should be framed for all posts which are likely to last for one year or more. Posts which are created for a lesser duration may be filled on deputation by drawing officers from other offices of the Central Government, holding posts of appropriate level and possessing necessary qualifications required for the performance of duties attached to the post. Posts in Committees or Commissions set up for a limited duration, may be fixed in the manner indicated below:

"The Administrative Ministry/Department concerned with the setting up of the Commission/Committee should make available staff on deputation to the Commissions/ Committees to the maximum extent possible by drawing persons from within their own Ministry/Department failing that by circulation on all Secretariat basis and failing both by re-employment of retired pensioners belonging to the same or some other Departments. Where necessary, the services of surplus employees who have either retired/ retrenched on completion of the maximum permissible period of stay of six months on the rolls of the Central (Surplus Staff) Cell of this Department can also be utilised by obtaining the addresses of such staff from the Cell.

If the sources above are tapped, there should not be any need to resort to direct recruitment through Employment Exchange or otherwise. Where, however, direct recruitment is made, it should be on a clear understanding that their appointment will be coterminus with the life of the Commission and that they will not have any claim for regular absorption in Government."

PART - II

PROCEDURE

AUTHORITIES 2.1
COMPETENT TO
APPROVE DRAFT
RULES

All recruitment rules including their amendments, should be approved at the level of Minister-in-charge, unless the Minister has by general or special order authorised such approval at a lower level(s). The Ministries/Departments may put up proposals for suitable delegation for approval of the Minister-in-Charge. The following scheme of delegation is suggested:-

<u>Posts/Services</u>	<u>Authority</u>
Groups C & D	Joint Secretary
Groups A & B	
posts/services (excepting those indicated below)	Secretary
Framing of or important amendments to recruitment rules for posts of Heads of Departments & Organised Services	Minister

The above is only suggestion and the Ministries/Departments are free to follow a different pattern depending on the local situation.

DELEGATIONS 2.1.2
TO THE
MINISTRIES

The Administrative Ministries/Departments are empowered to frame/amend recruitment rules in respect of Groups 'C & D' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence

of this Department is to be obtained in cases of framing/ amendment of recruitment rules even for Group 'C' & 'D' posts. The Ministries/Departments are competent to relax the recruitment rules for Groups 'C' & 'D' posts.

(CD.14017/10/85-Estt. (RR) dt. 21.3.85 & 5.6.85)

The provisions of the recruitment rules governing upper age limit or qualifications for direct recruitment which are generally based on the policy guidelines issued by the Department of Personnel & Training, should not, however, be relaxed without prior concurrence of that Department.

FORMATS 2.2. Recruitment Rules for Groups 'A' & 'B' posts/services & FORMS

as approved by the Administrative Ministry/Department should be referred to the Department of Personnel & Training first for clearance as early as possible and not later than one month from the date of the creation of post/service. This is generally done by referring the file to the administrative Ministry with a self-contained note, accompanied by inter-alia, the following:

- i) Draft recruitment rules (for posts other than those in the established services) in the proforma in Annexure I.
- ii) Supporting particulars in Annexure II.
- iii) Recruitment Rules for the feeder post(s) and the higher post, if any.
- iv) Present sanctioned strength of the post for which rules are being framed as also of the lower and higher posts.

2.3. Model Recruitment rules for a number of posts

In consultation with the Union Public Service Commission have been circulated to all Ministries. These have been included in Part II of the Handbook on Recruitment Rules. While framing recruitment rules for such Posts, the Model rules should be adhered to.

ORGANISED 2.4. In respect of framing of recruitment rules for SERVICES posts which are not covered by any of the organised Services, the format of a Notification accompanied by the 14 Column Schedule as given in Annexure I will be used. As for organised Services, Comprehensive service rules shall be framed covering, inter-alia, the following aspects:-

1. Short Title and Commencement
2. Definitions
3. Constitution
4. Grades, Authorised Strength and its review
5. Members of the Service
6. Initial Constitution of the service
7. Future maintenance of the service
8. Appointments by transfer on deputation
9. Seniority
10. Probation
11. Appointment to the service
12. Liability for service in any part of India and other conditions of service.
13. Disqualifications
14. Power to relax
15. Savings
16. Interpretation
17. Repeal

CONSULTATION WITH D.P.&T. 2.5. Ordinarily, the draft recruitment rules will be returned by the Department of Personnel and Training with their comments, within a month from the date of reference to that Department. If the circumstances of a case require more time for scrutiny/discussion, the administrative Ministry/Department will be informed of the same and where there are many points for clarification, the Ministries may also be requested to discuss the case with the officers of the Department of Personnel & Training.

CONSULTATION WITH UPSC 2.6 After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry/Department should refer the draft recruitment rules for posts/services which are within the purview of the UPSC in a self-contained letter to the Commission, alongwith the information in the prescribed proforma(Annexure II). It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare where required) has been obtained in respect of the proposals in question. Where the procedure for consultation with the Commission has been followed and information necessary for consideration [the [of proposal has been fully given, it should be possible for the Commission to convey their advice ordinarily within 4 to 5 weeks. If the Commission's advice is not received within this time, the administrative Ministry/Department may settle the matter by personal discussion with the officers concerned in the Commission.

PART - III

GUIDELINES ON PREPARING SCHEDULE & NOTIFICATION

A. GENERAL

INITIAL CONSTITUTION 3.1.1. In cases where a new service is formed and the recruitment rules are framed for the first time and that there are officers already holding different categories of posts proposed to be included in the service on a regular/long term basis, a suitable 'Initial Constitution' Clause may be inserted in the Notification so as to count the regular service rendered by such officers before the date of notification of the Rules.

CONSIDERATION OF SENIORS 3.1.2. It may so happen that in some cases of promotion, the senior officers would not have completed the required service whereas the juniors would have completed the prescribed eligibility condition for promotion. In such cases, seniors will be left out from consideration for the higher post. To avoid such a situation, a suitable Note may be inserted in the recruitment rules so that the seniors who have completed the probation period, are also be considered where the juniors who have completed the requisite service are being considered.

RETENTION OF EXISTING ELIGIBILITY SERVICE 3.1.3. Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in conformity with the guidelines issued by this Department) and the change is likely to affect adversely some persons holding the feeder grade posts on regular basis, a note to the effect that the eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules, could be included in the revised rules.

CONSIDERATION
OF THE INCUM-
BENTS WHILE
UPGRADATION

3.1.4. When the posts are upgraded and consequently the recruitment rules are being amended, a suitable provision may be made to the effect that the fitness of the incumbent in the feeder grade with the requisite service shall be considered by the competent authority or Commission (in respect of Groups 'A' & 'B' posts). In case he is considered fit, he shall be deemed to have been promoted to the higher grade. In case he is not considered fit, his case will be reviewed every year, till such time, he will continue to hold the post in the lower grade.

REVIEW OF
RECRUITMENT
RULES

3.1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effect such changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

SAVING
CLAUSE

3.1.6. A revised "Saving Clause" as given below may be inserted in the covering Notification:

"Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Casts, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

B. SCHEDULE

NAME OF
POSTS

3.2. Column 1: (Name of posts)

Name of the post may (with sub-title, if any)

be clearly specified.

No. of post(s) 3.3 Column 2: (No. of posts)

The exact number of posts (with the relevant year in brackets) may be indicated. The number of posts is an integral basis for determining the method of recruitment to any category of posts in as much as the quota of direct recruitment, promotion etc., is to be decided after taking into account the number of posts. Therefore, whenever there is a substantial change in the number of posts, the administrative Ministry should initiate action to review the existing rules, particularly the method of recruitment. The effect of the change in the strength on the method prescribed in the rules for the next higher and lower categories of posts should also be studied. There should be an asterisk and in a foot note below the asterisk, it should be stated "Subject to variation dependent on workload".

CLASSIFICATION 3.4 Column 3: (Classification)

Classification of the post/service may be shown in the order indicated below:-

1(a) If it is a Service, Central Civil Service Group A, B, C or D as specified in Rule 4 of the Central Civil Service (Classification, Control and Appeal) Rules (not its nomenclature as Indian Meteorological Service Group A).

(b) If it is a post, General Central Service Group A, B, C or D as specified in rule 6 of CCS (CCA) Rules. (D.P.&.A.R. Notification No. 21/1/74-Estt. (D) dt. 11.11.75)

2. Whether Gazetted or Non-Gazetted.
3. Whether Ministerial or Non-Ministerial

SCALE OF PAY 3.5 Column 4: (Scale of pay)

The full scale of pay should be indicated. Special pay or non-practising allowance (in respect of medical posts), if any, should also be mentioned.

SELECTION OR NON SELECTION 3.6 Column 5: (Whether selection post or non-Selection post)

When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Non Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer on deputation), the words 'Not Applicable' may be used.

(MHA OM No. 1/4/55-RPS dt. 16.5.57)

BENEFITS OF ADDED YEARS OF SERVICE 3.7 Column 6: (Whether the benefit of added years of service is admissible under rule 30 of the CCS

(Pension) Rules, 1972.

In cases where for the scientific, medical, technological and other professional posts and services, the benefit of added years of service for pension under Rule 30 of the CCS(Pension) Rules, 1972 is considered essential such posts should be identified in consultation with the Department of Pension and Pensioners' Welfare and the Union Public Service Commission and a suitable provision should be incorporated in the relevant recruitment rules so that the benefit is automatically available to all the candidates who are recruited in accordance with the provi-

sions of these rules and it does not become necessary to take a decision in each individual case at the time of recruitment. In cases where it is desired to allow this benefit in respect of a post for which recruitment rules are already existing, the administrative Ministry/Depts. concerned may examine the admissibility of this benefit and refer the file to the Department of Pension & Pensioner's Welfare with a specific recommendation. If the proposal is approved by the Department of Pension & P.W., the administrative Ministry may take up the case for formal amendment of the recruitment rules (in Annexure-III) direct with the UPSC. Reference to Estt(RR) Section of the Department of Personnel & Training is not required. In other cases where new rules are being framed, the administrative Ministry/Depts may examine and make their recommendations in regard to the entry to be made in column 6 along with other columns of the draft rules. Such cases should be referred to as usual to the Estt(RR) Section of the DP&T after examining the draft rules, Estt(RR) Section will refer the case to the Department of Pension & Pensioner's Welfare for approval for grant of the benefit of "added years of service", wherever a proposal to this effect has been made. Thereafter, the approval of the Department of Personnel & Training will be conveyed to the draft rules as a whole. The administrative Ministry may then take up the draft rules with UPSC for their concurrence in the draft rules as a whole including the entry in column 6.

(No.28/15/Pension Unit/84, dt.25.8.84).

AGE LIMIT
FOR DIRECT
RECRUITS

3.8 Column 7: (Age for direct recruits).

This column may be filled by any one of the methods indicated below:-

- (a) "Up to.....Years".
(Where only the maximum age-limit is intended to be prescribed).
- (b) "Between.....and.....Years".
- (c) "Preferably.....Years".
(Where it is proposed not to prescribe any fixed upper age-limit but to keep it elastic).

(DP&AR O.M.NO.2/66/71-Estt(D), dt. 6.9.75)

RELAXATION FOR
DEPARTMENTAL
CANDIDATES

3.8.1 A provision may be made in the rules for relaxation of the upper age-limit for departmental candidates upto 35 years for appointment by direct recruitment to Groups 'C' & 'D' posts. Provision on age-relaxation in favour of Government servants for appointment by direct recruitment to Groups 'A' & 'B' posts may be made by inserting the following note:

"(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)

(DOP&AR OM No. CSL.14017/1/82-Estt(RR), dt. 3.9.82).

In case the existing recruitment rules do not contain a relaxation of age-limit clause on the above lines for direct recruitment, the concerned administrative Ministries Depts may notify the amendment of this clause without further reference to the Department of Personnel & Trg. or

Union Public Service Commission. After getting it vetted by the Legislative Department, notification for amending the recruitment rules so as to incorporate the age-relaxation clause on the above lines may be sent direct to the Manager, Government of India Press. A copy of the Notification may, however, be endorsed to the Department of Personnel & Training and the Commission for information.

(DOP&AR OM NO.CSL.14017/1/82-Estt(RR), dt.4.6.83)

CRUCIAL
DATE FOR
CALCULATION
OF THE AGE
LIMIT

3.8.2 In the case of recruitment through the UPSC and the Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the UPSC/SSC. In the case of other recruitment, the following Note may be inserted according to the requirements;

Note:- The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

UPPER AGE
LIMIT

3.8.3 The Upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

	<u>Posts</u>	<u>Age Limits</u>
(i)	Posts in the scale of pay having a maximum of more than Rs.5000/-	Preferably below 50 years.
(ii)	Posts in the scale of pay having a maximum of Rs.5000/-.	50 years
(iii)	Posts in the scale of pay having a maximum of more than 4500 but less than Rs.5000/-	45 years.
(iv)	Posts in the scale of pay having a maximum of Rs.4500/-	40 years
(v)	Posts in the scale of pay having a maximum of Rs.4000 or more but less than Rs.4500/-	35 years
(vi)	Posts in the scale of pay having a maximum of Rs.2900 or more but less than Rs.4000.	30 years
(vii)	Group 'C' & 'D' posts.	Between 18 and 25 years.

EDUCATIONAL
AND OTHER
QUALIFICA-
TIONS
REQUIRED FOR
DIRECT
RECRUITS

3.9.1 Column B: (Educational and other qualifications required for direct recruits)

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, If necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements

vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved recruitment rules for similar posts and higher and lower posts in the same hierarchy.

PRESCRIBING CLASS OR DIVISION 3.9.2 Prescribing class or division: Prescribing first or second class/division in respect of an educational qualification e.g. Degree may be avoided. A simple Degree/Master's Degree may be prescribed as there is difference in the assessment by various Universities/Boards and there may not also be any uniformity in the percentage of marks for deciding a class/division. It should however be ensured that qualifications and experience prescribed should be the minimum required for the post. The mere fact that persons with higher qualifications are available should not be the ground for stepping up the minimum required qualification/experience.

RELAXATION CLAUSE 3.9.3 The relaxation clause on the following lines may also be incorporated below the essential qualifications:
Note 1: Qualifications are relaxable at the discretion of the UPSC/SSC in the case of candidates otherwise well qualified.
Note 2:- The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission/Staff Selection Commission/Competent

Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection

the UPSC/Staff Selection Commission/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

PREFER-
ENCE TO
HOME
GUARD/
CIVIL
Defence
VOLUNTEERS

3.9.4. Home Guard Volunteers are trained in Unarmed combat, crowd control, guard duty, patrolling, Map reading, weapon training etc. Their training may be useful in Group 'C' & 'D' posts like Constables, Security Guards, Despatch Riders, Peons, Orderlies, Firemen etc. Similarly, the Civil Defence Volunteers who are trained in rescue, fire fighting, first-aid and casualty care, nursing, sanitation and Public Health etc. may be preferred to posts like Nurse, Attendant, Stretcher-bearer, Medical Attendant, Health Visitor, Postmen etc. In cases where the administrative Ministries/Departments consider that the service/training of the Home Guards and the Civil Defence Volunteers will be useful in performance of duties of posts mentioned above, 3 years' service as Home Guard/Civil Defence Volunteers and training in at least 'Basic' and Refresher' courses in Home Guards and Civil Defence may be prescribed as 'desirable' qualification.

(DP&AR OM NO.14034/5/82-Estt(D), dt. 5.11.83)

TYPING
KNOWLEDGE

3.9.5 In respect of Group 'C' posts, if the Ministries/Departments consider typing knowledge as essential, typing speed of 30 words per minute in English or 25 words per minute in Hindi may be provided as an 'essential' qualification.

(DP&T OM NO.CD.14017/26/85-Estt(RR) dt.1.7.85)

EDUCATIO
NAL QUALI-
FICATION
FOR PRO-
MOTEES

3.10 Column (Whether age educational qualifications prescribed for direct recruits will apply in the case of promotees).

It should precisely be stated whether age and educational qualifications prescribed for direct recruits should also apply in the case of promotees. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees. Regarding educational qualifications, these are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group 'A' posts in the scale of Rs.3000-4500 and above. Sometimes the qualifications for junior Group 'A' and Group 'B' posts may not be insisted upon in full but only the basis qualification in the discipline may be insisted upon, for example, if a degree in Civil Engineering is the qualification prescribed for direct recruits, the promotees may be required to possess at least a Diploma in Civil Engineering. In such cases, the entry under this column may be edited as "Educational Qualifications: No, but must possess at least... .."

PROBATION

3.11.1 Column 10: (Period of probation)

In the case of Organised Services, the following standard provision may be inserted in the recruitment rules.

PROBATION

1. Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions

issued by Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2. On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in due course against the available sub-stantive vacancies, as the case may be.

3. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be.

4. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

5. As regards other matters relating to probation, the members of the Service will be governed by the instructions issued by the Government in this regard from time to time.

(DP&AR O.M.AB.14017/5/83-Estt(RR) dt.7.5.84)

3.11.2 In the case of other posts, the period of probation, may be prescribed on the following lines:

<u>S.No.</u>	<u>Method of appointment</u>	<u>Period of probation</u>
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'.	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'.	2 years.
3.	For direct recruits to posts carrying a pay scale the minimum of which is Rs.5000 or above or to posts for which the maximum age-limit is 35 years or above and (a) where no training is involved. (b) If probation includes 'on the job' or 'Institution training'	1 year. 2 years.
4.	Officers re-employed before the age of superannuation.	2 Years.
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and permanent transfer.	No probation.

METHODS OF RECRUITMENT

3.12.1 Column 11: (Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods).

The different methods of recruitment, viz:

- (a) Promotion.
- (b) Direct Recruitment
- (c) Deputation
- (d) Transfer
- (e) Re-employment
- (f) Short-term Contract

and the percentages of vacancies to be filled by each method that may be prescribed for a particular post or Service depend on a judicious blending of several considerations, e.g.

- (i) the nature of duties, qualifications and experience required;
- (ii) the availability of suitable personnel possessing the requisite qualifications and experience within a cadre;
- (iii) the need for ensuring that suitable incentives exist for the maintenance of an adequate standard of efficiency in the cadre;
- (iv) consideration of the question whether, having regard to the role to be performed by a specific cadre or Service, it is necessary to provide for direct intake of officers at an appropriate level with a view to injecting fresh knowledge and experience that may not be formally available in a particular Service or Department etc.
- (v) the proper mix of the six methods of recruitment mentioned at (a) to (f) above.

Promotion 3.12.2. Promotion may be kept as a method of recruitment depending upon the availability of the field of consideration. Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate, i.e., normally the feeder grade should range from 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. For posts which are to be filled by seniority-cum-fitness, i.e., by non-selection, it is not necessary that the feeder grades should consist three times of posts in the higher grade. For computing the base for promotion and determining the ratio of higher grade to the feeder grade, the number of sanctioned posts in the two grades (and not the number of vacancies at any one point of time) should be taken into consideration.

DIRECT
RECRUIT-
MENT

3.12.3. If direct recruitment is the only method of recruitment, it may so happen that the Ministries/Departments may not be able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave etc. In order to avoid such a , contingency, the following "note" may be inserted:-

Note

Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation basis from officers of Central Government.

- (a) (i) holding analogous posts on regular basis; or
- (ii) with...years regular service in posts in
- (b) Possessing the qualifications and experience prescribed for direct recruits under col.6"
(DP&T OM No.14017/8/84-Estt(RR) dt. 19.6.86)

TRANSFER 3.12.4. "Transfer" may be kept as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Govt. Deptts. and State Govts. "Short-term contract" is also a form of deputation and this applies to officers from non-Govt. bodies, e.g. Universities, recognised Research Institutions, Public Undertakings, etc. for teaching research, scientific and technical posts. This method may be included in the rules if it is considered desirable that the above noted non-Govt. bodies are also tapped. In the case of isolated posts, it will be desirable to keep the method of recruitment of transfer on deputation/short-term contract, as , otherwise, the incumbents of the lower posts, if directly recruited, will not have any avenue of promotion. In fact, it may be worthwhile to bring such posts into an organised cadre/service rather than fill them by deputation from outside for limited periods from time to time. Care should always be taken to ensure that the

officers holding posts, other than in an organised Service, have enough prospects for advancement in their own line.

For this purpose, the administrative Ministry/Department should bring together all such isolated posts requiring similar educational qualifications, experience involving similar functions etc. into different groups to provide enough channels of promotion.

TRANSFER

AND TRANS-

FER ON DEP-

UTATION

3.12.5 "Transfer" and "deputation" are not synonymous and there is a substantial difference between "transfer" and "deputation". Under the provision "transfer", the officer who will come, may be permanently absorbed in the post/grade. Such a "transfer" can be effected only in the case of officers from the Central/State Governments. Under "deputation including short-term contract", an officer from outside can come for a limited period, by the end of which will have to revert to his parent cadre.

COMPOSITE

METHOD OF

RECRUIT-

MENT

3.12.6 In cases where the method of promotion is by 'selection' and the field of promotion consists of only one post, the method of recruitment by "transfer" on deputation (including short-term contract)/promotion" is prescribed so that the departmental officers is considered alongwith outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion"; otherwise, the post is to be filled by deputation/contract for the prescribed period of deputation/

contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

QUOTA FOR FEEDER GRADES 3.12.7 In cases where there are two or more feeder grades, a separate percentage for promotion may be prescribed to each of the feeder grade.

FIELDS OF SELECTION 3.13.1 Column 12: (Grade from which recruitment by promotion/deputation/transfer/short-term contract re-employment is to be made)

The fields of selection under the various methods should be clearly specified. If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service. With a view to making the position clear, the field may be specified as "with _____ years service in the grade rendered after appointment thereto on a regular basis". The field for 'transfer on deputation/short-term contract/transfer' should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

In some cases, different periods of qualifying services in the respective grade post on account of different scales of pay are prescribed for promotion in the recruitment rules. In order to facilitate preparation of an eligi-

bility list for promotion, in cases where no separate quotas for each different grade have been prescribed a "Note" as under may be added:

"NOTE:- The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post."

QUALIFYING³ 13.2 The qualifying service for promotion from the SERVICE grade to another is necessary so that there is no premature FOR PRO- promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from Post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion

<u>From</u>	<u>to</u>	<u>Qualifying Service</u>
1.	2.	3.
1. Rs.8000(fixed)	Rs.9000(fixed)	3 years.
2. Rs.7600(fixed)	Rs.8000(fixed)	2 years.
3. Rs.7300-7600/ Rs.7300-7800	Rs.8000(fixed)	2 yrs. service in that grade.
3(a) Rs.7300-7600	Rs.7300-8000	Officers in the grade of Rs.7300-7600 without any minimum service in that grade failing which 3 yrs. service in Rs.5900-6700.
4. Rs.5900-7300	Rs.7300-7600	3 years.

5. Rs. 5100-5700	Rs. 5900-7300	2 years.
6. Rs. 5100-5700	Rs. 5900-6700	2 years.
7. Rs. 4500-5700	Rs. 5100-5700	2 years.
8. Rs. 4500-5700	Rs. 5900-6700	3 years.
9. Rs. 4100-5300	Rs. 4500-5700	3 years-
10. Rs. 3700-5000	Rs. 4100-5300	3 years.
11. Rs. 3000-5000	Rs. 3700-5000	4 years.
12. Rs. 3000-4500	Rs. 3700-5000	5 years.
13. Rs. 3000-4500	Rs. 3000-5000	2 years.
14. Rs. 2200-4000	Rs. 3000-4500	5 years.
15. Rs. 2375-3500	Rs. 2200-4000	2 years.
16. Rs. 2000-3500	Rs. 2200-4000	3 years.
17. Rs. 2000-3500	Rs. 2375-3500	2 years.
18. Rs. 2000-3200	Rs. 2000-3500	2 years.
19. Rs. 1640-2900	Rs. 2000-3500	3. years.
20. Rs. 1640-2900	Rs. 2000-3200	2 years.
21. Rs. 1600-2660	Rs. 1640-2900	2 years.
22. Rs. 1400-2600	Rs. 1640-2900	5 years.
23. Rs. 1400-2600	Rs. 1600-2660	4 years.
24. Rs. 1400-2300	Rs. 1400-2600	2 years.
25. Rs. 1350-2200	Rs. 1400-2300	3 years.
26. Rs. 1320-2040	Rs. 1350-2200	2 years.
27. Rs. 1200-1800	Rs. 1200-2040	2 years.
28. Rs. 1200-2040	Rs. 1400-2300/2600	5 years.
29. Rs. 1150-1500	Rs. 1200-1800	3 years.
30. Rs. 975-1540	Rs. 975-1660	2 years.
31. Rs. 950-1500	Rs. 1200-2040	8 years.
32. Rs. 950-1500	Rs. 975-1540	2 years.

1.	2.	3.
33. Rs. 950-1400	Rs. 950-1500	2 years.
34. Rs. 825-1200	Rs. 950-1400	2 years.
35. Rs. 800-1150	Rs. 950-1400	3 years.
36. Rs. 800-1150	Rs. 825-1200	2 years.
37. Rs. 775-1025	Rs. 800-1150	2 years.
38. Rs. 750-940	Rs. 775-1025	2 years.

PREFE-
RENCE
TO HOME
GUARDS

3.13.3 In the recruitment rules for the post of Peon, an additional provision may be made that after appointment, training in Home Guard will be obligatory, save in the case those who are physically handicapped to undergo such training.

DEPUTA-
TION

3.13.4 In cases where 'transfer on deputation/short-term contract' has been prescribed as a method of recruitment, the following provision may be made in respect of the period of deputation:

"(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed----- years)".

(AB-14017/21/85-Estt(RR), dated 28.2.86)

The period of deputation for a particular grade or cadre is dependent upon the pay scale of the post to which deputation is being made. For the top level i.e. for posts having a pay scale the maximum of which is Rs. 5700 or above, the period prescribed is '5 years', for the Middle Management Level i.e.

for posts having a pay scale with a maximum of Rs.4500 or above but below Rs.5700/-, the period is '4 years' and for all other lower levels it is normally '3 years'. However, the Ministries/ Departments, depending upon their requirements, the field of availability and the qualifications prescribed, should decide the period of deputation in consultation with the Department of Personnel and Training and the Union Public Service Commission.

3.13.4.1 For the purpose of determining the period of deputation, the posts may be broadly divided into the following 3 categories:-

- (i) posts where deputation allowance is admissible and the personnel are drawn from an identical grade or a grade below but with the requisite qualifications and experience to man such posts;
- (ii) posts which are manned by officers on deputation from various Services and have fixed tenure such as 3 years for Under Secretary, 4 years for Deputy Secretary and 5 years for Director/Joint Secretary in Central Secretariat;
- (iii) isolated ex-cadre posts and specialised technical posts for which persons are drawn from all fields on the basis of deputation, transfer, direct recruitment and in some cases on promotion depending upon the availability of suitable persons for these posts.

3.13.4.2. So far as posts(i) are concerned, the period of deputation for them may be prescribed as 3 years.

In respect of category(ii) the period of deputation may be prescribed in accordance with the tenure fixed for such posts.

The posts which fall in category(iii) viz., the posts which are in the highly specialised fields like, agriculture, irrigation, power, health planning etc. where too frequent replacements would affect continuity in the organisation as well as render the accumulative wealth of experience redundant, the period of deputation for such posts may be prescribed as 5 years.

Besides, in some cases, the personnel are given specialised training in short spurts over a period to make them capable of handling the job adequately. In such cases also the period of deputation may be prescribed as 5 years.

PROVISION 3.13.4.3 In respect of Groups 'A' & 'B' posts which are FOR ARMED FORCES PERSONNEL required to be filled by 'transfer on deputation' only of Government servants belonging to more than one service, a provision should be made in the recruitment rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts.

(AB.14017/13/85-Estt.(RR), dt. 31.5.85)

D.P.C 3.14.1 Column 13: (If a DPC exists, what is the composition)

When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee may be indicated. In the case of promotion to Group 'A' posts, the Union Public Service Commission shall also be associated; this position may be made clear as follows:

GROUP 'A' DPC

According to requirement--(i) Chairman or Member of the in each case. UPSC -Chairman

- (ii) Member
- (iii) -Member
- (iv) -Member

The total strength of DPC including Chairman need not necessarily be an odd number, as the decision is to be taken as a joint one.

(DP&AR O.M. No.14017/1/75-Estt.(D) Cell dt.27.11.75)

3.14.2 Members included in DPCs for Groups 'A' & 'B' posts should be officers who are at least one step above the post in which the promotion/confirmation is to be made. In respect of DPCs for Groups 'C' & 'D' posts, the Chairman of the DPC should be an officer of a sufficiently high level and one of the Members of the DPC should be an officer

from a Department not connected with the one in which promotions are considered. The other Member should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed.

3.14.3 Endeavour should also be made to nominate SG/ST officers on the DPC constituted for various posts/services. However, the recruitment rules need not indicate the SG/ST officer as a DPC Member as inclusion of such an officer is covered by executive instructions.

3.14.4 The U.P.S.C. need not be associated in respect of posts where the promotion is based on seniority-cum-fitness.

3.14.5 The DPC consists of Chairman and Members only. The term "Member" ~~Secy.~~ should not, therefore, be used. In some cases, in accordance with provisions of the recruitment rules, the appointment to a post is required to be made only by deputation (including short-term contract) or re-employment. In such cases, the selection is not to be made by a DPC. The composition of the DPC need not, therefore, be indicated and the entry shown as "Not applicable".

3.14.6 The Union Public Service Commission is now not required to be associated with D.P.Cs. for considering cases of confirmation of Group 'A' and 'B' officers. It would be necessary to indicate separately the composition of the DPC for considering cases of confirmation in the case of appointment by promotion/direct recruitment/transfer. In such cases, the heading may read as "Group 'A' or Group 'B' DPC (for considering cases of confirmation)" and composition of the DPC mentioned thereunder. The proceedings of all Group 'A' DPCs are required to be sent to the UPSC. However, the proceedings of Group 'B' DPCs are required to be sent only in the case of posts in which direct recruitment has been laid down as a method of recruitment in the relevant

recruitment rules. In such cases, a 'Note' as under may be added.

"Note: The proceedings of the DPC relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."

CONSULTATION WITH U.P.S.C. 3.15 Column 14: (Circumstances in which UPSC to be consulted in making recruitment)

The circumstances in which the Union Public Service Commission are to be consulted in making recruitment to the posts within their purview should be clearly indicated. Cases in which the Commission are to be consulted are illustrated below:

- (i) Direct Recruitment.
- (ii) Re-employment.
- (iii) In all cases of 'transfer', the Commission shall be consulted. Such consultation is necessary because permanent arrangements are being made without resorting to the method of open direct recruitment and the Commission would ensure that the post has been circulated widely as per the provisions of the rules and the best person is selected.
- (iv) When the composite method of recruitment is prescribed i.e. the departmental candidate is to be considered along with outsiders, the selection shall be made by the Commission only.
- (v) For purpose of promotion from one Group 'A' post to another Group 'A' post, consultation with the Commission is not necessary as per UPSC (Exemption from Consultation) Regulations, 1958. But, as the DPC for considering promotions within Group 'A' posts shall be presided over by Chairman/

Member of the Commission, necessary provisions may be made in the DPC col.(i.e. Col.13)

(vi.) When the field of deputation for Group 'A' posts consists of Central Group 'A' officers only, consultation with the Commission for selection of an officer is not necessary. If the field for consideration includes State Government officers or Group 'A' & 'B' officers of the Central Government simultaneously, selection for the post shall be done through the UPSC. When the field for consideration is made more broad-based and consists of not only Central/State Government officers but also officers from non-Government institutions, the selection shall always be done through the Commission. This is tantamount to direct recruitment and the Commission would ensure that the post has been circulated to all the authorities laid down in the field and the best person is selected.

(vii) Any relaxation or amendment of the provisions of the recruitment rules.

P A R T - I V

AMENDMENTS AND RELAXATIONS

4.1 Amendment proposals should be sent to this Department and UPSC in the format as given in Annexure-III. The reasons for making amendments should be clearly indicated. A copy of the recruitment rules in which amendments are made should always be enclosed, duly referenced and flagged.

4.2 All recruitment rules should contain a 'Power to relax' clause in the covering notification or in the body itself (in the case of organised services).

4.3 Relaxation of recruitment rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

4.4 Relaxation of rules is to be resorted to on rare occasions. Such a relaxation should not be a regular feature.

4.5 Before resorting to relaxation of recruitment rules, the Ministries/Departments should explore the feasibility of filling up a post by other methods of recruitment provided in the rules. In the case of 'deputation', the vacancies should have been circulated in the Employment News before consideration of relaxation.

4.6 Relaxation proposals should be sent to this Department in Annexure.IV after obtaining the approval of at least Joint Secretary level officer in the Ministry/ Department concerned.

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REPORTS &
QUARTERLY
RETURNS

5.5 Quarterly returns in respect of the recruitment rules for/service should be sent in time to the Department of Personnel & Training and the Union Public Service Commission (for Group-'A' & 'B' posts) to enable them to keep a watch on the progress made in finalising the recruitment rules.

(D.P.&A.R. O.M.No.2/24/74-Estt(D) dated 17.10.74)

INFORMA-
TIONAL
AIDS

5.6 In order to facilitate framing of draft recruitment rules, the Ministries/Department are requested to make use of the following materials:

- 1) Handbook on Recruitment Rules with - Supplement
- ii) Instructions on probation and Constitution of DPCs.
- iii) UPSC(Ehemption from consultation) Regulations, 1958.
- iv) Model Recruitment Rules issued by the Department of Personnel & Training in respect of various categories of posts.

.....

ANNEXURE - I

RECRUITMENT RULES FOR

IN MINISTRY/DEPTT. OF

No. of posts	Classification	Scale of Pay	Whether Selection post or non-selection post.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972.	Age Limit for direct recruitment required for other	Education	
1.	2.	3.	4.	5.	6.	7.	8.

Subject to variation dependent on work load. The year in which the indicated number exists should be given within brackets.

ANNEXURE .I

File No.....

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of Probation, if any.	Method of Rectt.: Whether by direct rectt, or by promotion or by deputation/trans-fer & percentage of the vacancies to be filled by various methods.	In case of rectt. If a DPC exists what is its com-position. in making rectt.
Circumstances in which U.P.S.C. is to be consulted			

9

10

11

12

13

14

(Enclosure to OM No. AB 14017/29/85-Estt. (RR) Pt) dt. 16.5.86)

ANNEXURE- II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for Posts.

-
1. (a) Name of the posts
 - (b) Name of the Ministry/
Department.
 - (c) Number of posts.
 - (d) Scale of Pay.
 - (e) Class and service to
which the posts belong
(of MHA Notification
No.20/16/60-Estt.(A)
dated 13.3.1962).
 - (f) Ministerial or non-
Ministerial (of F.R-
9 (17)).
 2. Appointing Authority.
 3. Duties of the post in detail.
 4. Describe briefly the method(s)
adopted for filling the posts
hitherto.
 5. Method's) of recruitment
proposed-
 6. If promotion is proposed
as a method of recruitment-
 - (a) Designation and number of
the posts proposed to be
included in the field of
promotion.
 - (b) Number of years of qualifying
service proposed to be fixed
before persons in the field
become eligible for promotion
(of M.H.A. OM No.1/5/58-RPS
dated 26.2.58)

- (c) Percentage of vacancies in the grade proposed to be filled by promotion.
- (d) Reasons for proposing the percentage in (c) above.
- (e) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent to DP&T along with the proposal.
- (f) If recruitment rules were not framed for the posts in the field of promotion.
 - (i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.
 - (ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.
 - (iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished.
- (g)
 - (i) Is the promotion to be made on Selection or non-Selection basis?
 - (ii) Reasons for the proposal in (i) above.

- (h) If a D.P.C. exists, what is its composition.
 - (i) Indicate if the feeder posts are having promotion channels other than the one under consideration.
7. If promotion is not proposed as a method, please state why ... it is not considered desirable/possible/necessery.
8. If direct recruitment is proposed as a method of recruitment (of MHA O.M.No.2/45/55-RPS, dated 8.10.55) please state
- (a) The percentage of vacancies proposed to be filled by direct recruitment.
 - (b) Indicate if there are any promotional avenues for the direct recruits ?
 - (c) (i) Age for direct recruits (of MHA OM No.2/41/59-RPS dated 8.12.1959).
(ii) Is age relaxable for Government servants ?
 - (d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications proacribed are relaxable at Commission's discretion in case of candidates otherwise well qualified.

Essential

Desirable

- (e) Whether essential qualification to be prescribed are in accordance with any Act(S)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s).
 - (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.
10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.
11. (a) Is deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed.
- (b) The percentage of vacancies proposed to be filled by this method.
- (c) The period to which deputation will be limited.

- (d) The names of the posts of grades or services etc. from which deputation/transfer is proposed. (of MHA QM No.2/25/60-Estt(D) dated 19.8.1960).
12. (a) If any of the methods is proposed fails, by what methods are such vacancies proposed to be filled.
- (b) Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.
- (c) Whether the recruitment rules relate to a post which is proposed to be down graded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?
13. (a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.
- (b) Whether the Deptt. of Personnel and Training have concurred in the proposal?
- (c) Whether the Deptt. of Pension and Public Grievances have concurred in for the grant of benefit of added years of service under the Pension Rules?

14. If these proposals are being sent in response to any reference from the commission, please quote Commissions reference No.
15. Name, addresses and telephone numbers of the Ministry's Representatives with whom whose proposals may be discussed if necessary, for clarification/early decision.

Signature of the Officer
sending the proposals

Telephone No. _____

Date:

Place:

ANNEXURE III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and The Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post:
(b) Name of the Ministry/Deptt.:
2. Reference No. in which Commission's advice on recruitment rules was conveyed.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amends should be enclosed, duly flagged and referenced):

4.

Col.No.	Provisicns in the approved rules	Revised provi-sions proposed	Reason for the revision proposed

5. Name, addresses and telephone numbers of the Ministry's Representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer
sending the proposals
Telephone No. _____

Date:

Place:

No. AB.14017/48/2010-Estt.(RR)
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi the 31st December, 2010

OFFICE MEMORANDUM

Sub: Revision of guidelines for framing / amendment / relaxation of Recruitment Rules.

The undersigned is directed to state that instructions on framing / amendment of Recruitment Rules were issued in a consolidated form in this Department's OM No. AB.14017/12/87-Estt.(RR) dated 18.3.1988. Subsequently, a number of orders and clarifications have been issued on the subject.

2. The existing instructions have been reviewed in consultation with UPSC and consolidated in the form of **“Guidelines on framing / amendment / relaxation of recruitment rules”**, a copy of which is enclosed. The number and the date of original OM has been referred in the relevant instructions for easy reference to the context. The Guidelines on framing / amendment / relaxation of recruitment rules along with the relevant instructions and existing model RRs are available on the DoPT website www.persmin.nic.in* in the dynamic form of Handbook on Recruitment Rules, 2010.

2. Hindi Version will follow.

(Smita Kumar)
Director (E-I)
Tel: 23092479

*(Link: Circular → Establishment → Recruitment Policies)

To

All Ministries and Departments of the Government of India

OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010

Copv to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General. the Supreme Court of India, New Delhi
7. The Registrar. Central Administrative Tribunal, Principal Bench, New Delhi
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
- 11 . All the attached offices under the Ministry of Personnel, Public Grievances & Pension
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
- 15 . Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
16. Establishment Officer and AS.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 Copies)
19. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.
20. Establishment Desk (200) copies.

(Smita Kumar)
Director (E-I)
Tel: 23092479

**GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF
RECRUITMENT RULES**

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GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF RECRUITMENT RULES

Part- I

General Guidelines

1.1 Introduction of General Principles

As soon as a decision is taken to create a new post / service or to upgrade any post or restructure any Service, action should be taken immediately by the Administrative Ministry / Department concerned to frame Recruitment Rules/ Service Rules therefore.

1.2 Recruitment Rules should be framed for all posts which are likely to last for one year or more. Posts which are created for a lesser duration may be filled on deputation by drawing officers from other offices of the Central Government, holding posts of appropriate level (analogous posts or where necessary, the next-below post with the minimum regular service prescribed for promotion) and possessing necessary qualifications required for the performance of duties attached to the post. Posts in Committees or Commissions set up for a limited duration, may be filled in the manner indicated below:

“The Administrative Ministry / Department concerned with the setting up of the Commission / Committee should make available staff on deputation to the Commission / Committees to the maximum extent possible by drawing persons from within their own Ministry / Department, failing that by circulation on all Secretariat basis and failing both by re-employment of retired pensioners belonging to the same or some other Departments.

If the Sources above are tapped, there should not be any need to resort to direct recruitment through Employment Exchange or otherwise. Where, however, direct recruitment is made, it should be on a clear understanding that their appointment will be co-terminus with the life of the Commission and that they will not have any claim for regular absorption in Government.”

PART-II

PROCEDURE

AUTHORITIES COMPETENT TO APPROVE DRAFT RULES

2.1.1 All recruitment rules including their amendments should be approved at the level of Minister-in-charge, unless the Minister has by general or special order authorized such approval at a lower level(s). The Ministries/ Departments may put up proposals for suitable delegation for approval of the Minister-in-Charge. The following scheme of delegation is suggested:

Posts/ Services	Authority
Groups C	Joint Secretary
Groups A & B posts / Services (excepting those indicated below)	Secretary
Framing of or important amendments to Recruitment Rules for posts of Heads of Departments or Service Rules for Organized Services	Minister

The above is only suggestion and the Ministries / Departments are free to follow a different pattern depending on the local situation.

DELEGATION TO THE MINISTRIES

2.1.2 The Administrative Ministries / Departments are empowered to frame / amend Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence of this Department is to be obtained in cases of framing / amendment of Recruitment Rules even for Group 'C' posts. The Ministries / Departments are competent to relax the Recruitment Rules for Group 'C' posts.

(DOPT OM No. CD.14017/10/85-Estt.(RR) dated 21.3.85 & 5.6.85)

The provisions of the Recruitment Rules governing upper age limit or qualifications for direct recruitment which are generally based on the policy guidelines issued by the Department of Personnel & Training, should not, however, be relaxed without prior concurrence of this Department.

FORMATS & FORMS

2.1.3 Recruitment Rules for Groups 'A' & 'B' posts / services as approved by the Administrative Ministry / Department should be referred to the Department of Personnel & Training first for clearance as early as possible, and not later than one month from the date of the creation of posts / Service. This is generally done by referring the file to the administrative Ministry with a self-contained note, accompanied by inter-alia, the following:

- i) Draft Recruitment Rules (for posts other than those in the Organized Services) in the proforma in Annexure I.
- ii) Supporting particulars in Annexure II.
- iii) Recruitment Rules for the feeder posts(s) and the higher post, if any.
- iv) Present sanctioned strength of the post for which rules are being framed as also of the lower and higher posts.

2.2 Model Recruitment Rules for a number of posts framed in consultation with the Union Public Service Commission, have been circulated to all Ministries/ Departments. While framing Recruitment Rules for such posts, the Model Rules should be adhered to.

2.3 In respect of framing of Recruitment Rules for posts which are not covered by any of the Organized Services, the format of a Notification accompanied by the 13 column Schedule as given in Annexure I* shall be used. As for Organized Services, comprehensive Service Rules shall be framed covering, inter alia, the following aspects:-

1. Short Title and Commencement
2. Definitions
3. Constitution
4. Grades, Authorized Strength and its review
5. Members of the Service
6. Initial constitution of the service.
7. Future maintenance of the service
8. Appointments by deputation
9. Seniority
10. Probation
11. Appointment to the service
12. Liability for service in any part of India and other conditions of service.
13. Disqualifications
14. Power to relax
15. Savings
16. Interpretation
17. Repeal

- * The column 6 of the erstwhile schedule related to benefit of added years of service has been deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.

CONSULTATION WITH DOPT

2.4 Ordinarily, the draft Recruitment Rules will be returned by the Department of Personnel & Training with their comments, within a month from the date of reference to that Department. If the circumstances of a case require more time for scrutiny / discussion, the administrative Ministry / Department will be informed of the same and where there are many points for clarification, the Ministries may also be requested to discuss the case with the officers of the Department of Personnel & Training.

CONSULTATION WITH UPSC

2.5 After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry / Department should refer the draft Recruitment Rules for posts/ services which are within the purview of the UPSC in a self-contained letter to the Commission, along with the information in the prescribed proforma (Annexure II). It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare where required) has been obtained in respect of the proposals in question. Where the procedure for consultation with the Commission has been followed and information necessary for consideration of the proposal has been fully given, it should be possible for the Commission to convey their advice ordinarily within 4 to 5 weeks. If the Commission's advice is not received within this time, the administrative Ministry / Department may settle the matter by personal discussion with the officers concerned in the Commission.

PART-III

GUIDELINES ON PREPARING SCHEDULE & NOTIFICATION

A. GENERAL

INITIAL CONSTITUTION

3.1.1. In cases where a new service is formed and the Recruitment Rules are framed for the first time and that there are officers already holding different categories of posts proposed to be included in the service on a regular / long term basis, a suitable 'Initial Constitution' Clause may be inserted in the Notification so as to count the regular service rendered by such officers before the date of notification of the Rules.

CONSIDERATION OF SENIORS

3.1.2 It may so happen that in some cases of promotion, the senior officers would not have completed the required service whereas the juniors would have completed the prescribed eligibility condition for promotion. In such cases, seniors will be left out from consideration for the higher post. To avoid such a situation, following note may be inserted in the recruitment rules/ column in the schedule to the Recruitment Rules.

Note:

“Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.”

(DOPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.3.1996)

RETENTION OF EXISTING ELIGIBILITY SERVICE

3.1.3 Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in conformity with the guidelines issues by this Department) and the change is likely to affect adversely some persons holding the feeder grade posts on regular basis, a note to the effect that the eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules, could be included in the revised rules.

CONSIDERATION OF THE INCUMBENTS WHILE UPGRADATION

3.1.4.1 There has been merger of a number of pre-revised scales without any pre-condition for possession of higher qualifications for placement of incumbents in the higher/ upgraded scale, in the revised pay structure recommended by the 6th CPC and accepted by the Government. The procedure for assessment of suitability in such cases may, therefore, be as follows for placement in the upgraded/ merged grade:

(i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/ grade pay/ pay scale, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay/ pay scale; there is also no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. There will be no change in the inter se seniority of the incumbents in the merged grade which shall be decided based on the general instructions on the subject; and

(ii) Where all posts in a particular grade have been granted a higher replacement pay scale/ grade pay, as per upgradation recommended by the 6th CPC, suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay. Here also, there is no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay; and

(iii) Where there is a change in the Group (that is classification of the post) consequent upon the merger or upgradation and where there is no higher responsibility or higher qualification involved, assessment of the suitability will not be necessary before the revised grade is allowed. There will also be no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. However, suitability of the officer who has been placed in a upgraded/ replacement pay scale which fall in Group 'A' by recommendation/ award of the Pay Commission will continue to be assessed.

3.1.4.2 Assessment of suitability will continue to be necessary in the following situations arising out of cadre reviews, restructuring etc., not covered in the recommendations of the 6th CPC:

(i) where the upgradation involves higher responsibilities and higher eligibility service;

(ii) where the upgradation or merger is part; where the upgraded post will be the promotion grade for the posts left in the lower grade and the normal DPC procedure will apply.

(DOPT OM No. AB 14017/66/2008-Estt (RR) dated 9.3.2009)

REVIEW OF RECRUITMENT RULES

3.1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effecting such change as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

SAVING CLAUSE

3.1.6 A revised "Saving Clause" as given below may be inserted in the covering Notification.

"Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

B. SCHEDULE

NAME OF POST

3.2 Column 1 (Name of post)

Name of the post may (with sub-title, if any) be clearly specified.

NUMBER OF POST(S)

3.3 Column 2 (Number of posts)

The exact number of posts (with the relevant year in brackets) may be indicated. The number of posts is an integral basis for determining the method of recruitment to any category of posts in as much as the quota of direct recruitment, promotion etc., is to be decided after taking into account the number of posts. Therefore, whenever there is a substantial change in the number of posts, the administrative Ministry should initiate action to review the existing rules, particularly the method of recruitment. The effect of the change in the strength on the method prescribed in the rules for the next higher and lower categories of posts should also be studied. There should be an asterisk and in a foot note below the asterisk, it should be stated “subject to variation dependent on workload”.

CLASSIFICATION

3.4 Column 3 (Classification)

Classification of the post / Service may be shown in the order indicated below:

1. (a) If it is a Service, Central Civil Service Group A, B or C as specified in Rule 4 of the Central Civil Service (Classification, Control and Appeal) Rules (not its nomenclature as Indian Meteorological Service Group A).

(b) If it is a post, General Central Service Group A, B or C as specified in Rule 6 of CCS (CCA) Rules.

(c) All civil posts under the Union shall be classified w.e.f. 9.4.2009 as follows:-

S. No.	Description of Posts	Classification of Posts
1.(a)	A Central Civil post in Cabinet Secretary's Scale (Rs. 90000 – fixed), Apex Scale (Rs. 80000 – fixed) and Higher Administrative Grade plus Scale (Rs. 75500 – 80000); and	Group A

(b)	A Central Civil post in Higher Administrative Grade Scale (Rs. 67000 – annual increment @ 3% - 79000); and A Central Civil post carrying the following grade pays: - Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400 – 67000 in Pay Band-4 and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3.	
2.	A Central Civil post carrying the following grade pays: - Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays: - Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1.	Group C
4.	A Central Civil post carrying the following grade pays: - Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440-7440 in –IS Scale.	Group D (till the posts are upgraded)

(DOPT Order S.O. 946(E) dated 9.4.2009 (File No. 11012/7/2008-Estt.A) and Department of Finance G.S.R. No. 527E dated 16.7.2009 (File No. 01/01/2008-IC)

2. Whether Gazetted or Non-Gazetted.
3. Whether Ministerial or Non-Ministerial [FR 9 (17)]

PAY BAND AND GRADE PAY/ PAY SCALE

3.5 Column 4 (Pay Band and Grade Pay/Pay Scale)

The full Pay Band and Grade Pay/Pay Scale should be indicated. Special pay or non-practising allowance (in respect of medical posts), if any, should also be mentioned.

SELECTION OR NON-SELECTION

3.6 Column 5 (Whether selection post or non-selection post)

When promotion is proposed to be made on the basis of merit, the word “Selection” may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word “Non-Selection” may be used. In the case of direct recruitment or deputation or absorption, the entry should be “Not Applicable”. In the case of composite method of recruitment (i.e. Promotion / deputation), the words “Not Applicable” may be used.

(DOPT OM No. 35034/7/97-Estt. (D) dated 8.2.2002)

AGE LIMIT FOR DIRECT RECRUITS

3.7.1 Column 6: (Age for direct recruits)

This column may be filled by any one of the methods indicated below:-

- (a) “Not exceeding.....years”.
(Where only the maximum age-limit is intended to be prescribed.
- (b) “Betweenandyears”

(DP&AR OM No. 2/66/71-Estt.(D) dated 6.9.75)

RELAXATION FOR DEPARTMENTAL CANDIDATES

3.7.2 A provision may be made in the rules for relaxation of the upper age-limit for departmental candidates upto 40 years for appointment by direct recruitment to Groups C posts. Provision on age-relaxation in favour of Government servants for appointment by direct recruitment to Groups A and B posts may be made by inserting the following note:

“(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)”

CRUCIAL DATE FOR CALCULATION OF THE AGE LIMIT

3.7.3 In the case of recruitment through the UPSC and the Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the UPSC / SSC. In the case of other recruitment, the following Note may be inserted according to the requirements:

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

UPPER AGE LIMIT

3.7.4.1 The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

	Posts	Age Limits
(i)	Posts having Grade Pay more than Grade Pay Rs. 7600	Preferably below 50 years *
(ii)	Posts having Grade Pay Rs. 7600	50 years
(iii)	Posts having Grade Pay Rs. 6600	40 years
(iv)	Posts having Grade Pay Rs. 5400	35 years
(v)	Posts having Grade Pay Rs. 4200, 4600 & 4800	30 years
(vi)	Posts having Grade Pay Rs. 1800, 1900, 2000, 2400 & 2800	Between 18 and 25 years.

* Ministries may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit in accordance with Para 3.7.1.

3.7.4.2 The upper age limit for recruitment by the method of Direct Open Competitive Examination to the Central Civil Services and Civil post on the date of commencement of the Central Civil Services and Civil posts (Upper age – limit for Direct Recruitment) Rules 1998, shall be increased by two years.

The above said rules shall not apply to recruitment to Para Military Forces, namely, Assam Rifles, Border Security Force, Central Industrial Security Force, Central Reserve Police Force and Indo-Tibetan Border Police.

Note: - “Direct Open Competitive Examination” for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by interview or by contract or by absorption or deputation.

(DOPT Notification No. G.S.R. 758(E) dated 21.12.1998 (File No.15012/6/98-Estt. (D))

EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITS

3.8.1 Column 7: (Educational and other qualifications required for direct recruits).

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, if necessary, these may be divided into two parts, viz., “Essential Qualifications” and “Desirable Qualifications”. These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.

The Ministries/ Departments may clearly specify the educational qualifications and thereby, avoid usage of the term 'or equivalent'. They are also instructed to clearly prescribe an exhaustive list of educational qualifications so as to match the duties and responsibilities of the post.

The experience prescribed by the Ministries/ Departments must be clear and quantified while also clearly bringing out the specific areas in which the experience is required so as to match the duties and responsibilities of the post.

PRESCRIBING CLASS OR DIVISION

3.8.2 Prescribing Class or Division:

Prescribing First or Second Class/ Division in respect of an educational qualification e.g. Degree may be avoided. A simple Degree / Master's Degree may be prescribed as there is difference in the assessment by various Universities / Boards and there may not also be any uniformity in the percentage of marks for deciding a Class / Division. It should, however, be ensured that qualifications and experience prescribed should be the minimum required for the post. The mere fact that persons with higher qualifications are available should not be the ground for stepping up the minimum required qualification / experience.

RELAXATION CLAUSE

3.8.3 The relaxation clause on the following lines may also be incorporated below the essential qualifications:

Note 1: Qualifications are relaxable at the discretion of the UPSC / SSC / Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission / Staff Selection Commission / Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the UPSC / Staff Selection Commission / Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

(DP&AR OM No. 14034/5/82-Estt.(D) dated 5.11.83)

TYPING KNOWLEDGE

3.8.4 In respect of Group 'C' posts, if the Ministries / Departments consider typing knowledge as essential, the skill tests shall only be conducted only on computers and typing speed of 35 words per minute in English or 30 words per minute in Hindi (Time allowed – 10 minutes) may be provided as an 'essential' qualification.

(DOP&T OM No. CD.14017/26/85-Estt.(RR) dated 1.7.85, OM No. AB-14017/20/2008 – Estt. (RR) dated 17.5.2010) & Notification No. AB 14017/32/2009-Estt.(RR) dated 04th August, 2010

AGE/ EDUCATIONAL QUALIFICATION FOR PROMOTEEES

3.9 Column: 8 (whether age / education qualifications prescribed for direct recruits will apply in the case of promotees)

It should precisely be stated whether age and educational qualifications prescribed for direct recruits should also apply in the case of promotees. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees. Regarding educational qualifications, these are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group A posts in the Pay Band-3 Grade Pay Rs. 6600 and above. Sometimes the qualifications for junior Group A posts and Group B posts may not be insisted upon in full but only the basic qualification in the discipline may be insisted upon. For example, if a degree in Civil Engineering is the qualification prescribed for direct recruits, the promotees may be required to possess at least a Diploma in Civil Engineering. In such cases, the entry under this column may be edited as "Educational Qualifications: No, but must possess at least".

PROBATION

3.10.1 Column 9 (Period of probation)

In the case of Organized Services, the following standard provision may be inserted in the Recruitment Rules.

PROBATION

1. Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2. On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive vacancies, as the case may be.

3. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

4. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

5. As regards other matters relating to probation, the members of the Service will be governed by the instructions issued by the Government in this regard from time to time.

(DP&AR OM No. AB.14017/5/83-Estt.(RR) dated 7.5.84)

3.10.2 In the case of other posts, the period of probation, may be prescribed on the following lines:

S. No.	Method of appointment	Period of probation
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation
2.	Promotion from one Group to another e.g. Group B to Group A	2 years or the period of probation prescribed for the direct recruitment to the post, if any
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4.	Officers re-employed before the age of superannuation.	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation

(DOP&T OM No. 21011/2/80-Estt (C) dated 19.5.1983)

METHODS OF RECRUITMENT

3.11.1 Column 10: (Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods).

The different methods of recruitment, viz:

- (a) Promotion
- (b) Direct Recruitment
- (c) Deputation
- (d) Absorption
- (e) Re-employment
- (f) Short-term contract

And the percentage of vacancies to be filled by each method that may be prescribed for a particular post or Service depend on a judicious blending of several considerations, e.g.,

- (i) the nature of duties, qualifications and experience required;
- (ii) the availability of suitable personnel possessing, the requisite qualifications and experience within a cadre.
- (iii) The need for ensuring that suitable incentives exist for the maintenance of an adequate standard of efficiency in the cadre;
- (iv) Consideration of the question whether, having regard to the role to be performed by a specified cadre or Service, it is necessary to provide for direct intake of officers at an appropriate level with a view to injecting fresh knowledge and experience that may not be normally available in a particular Service or Department etc.
- (v) The proper mix of the six methods of recruitment mentioned at (a) to (f) above.

PROMOTION

3.11.2 Promotion may be kept as a method of recruitment depending upon the availability of the field of consideration. Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate, i.e., normally the feeder grade should range from 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. For posts which are to be filled by non-selection, it is not necessary that the feeder grades should consist three times of posts in the higher grade. For computing the base for promotion and determining the ratio of higher grade to the feeder grade, the number of sanctioned posts in the two grades (and not the number of vacancies at any one point of time) should be taken into consideration.

3.11.3 The need for mandatory training before promotion may be considered by Ministries/ Department, where necessary, for incorporating suitable provision for training while prescribing eligibility service for promotion under Column 11.

DIRECT RECRUITMENT

3.11.4 If direct recruitment is the only method of recruitment, it may so happen that the Ministries / Departments may not be able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave etc. In order to avoid such a contingency, the following "Note" may be inserted:

Note: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government.

- (a) (i) holding analogous posts on regular basis; or
(ii) with years regular service in posts in the Pay Band
Grade Pay Rs.....; and
- (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7”.

(DOP&T OM No. 14017/8/84-Estt.(RR) dated 19.6.86)

ABSORPTION

3.11.5 “Absorption” may be kept as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Government Departments and State Governments. “Short-term contract” is also a form of deputation and this applies to officers from non-Government bodies, e.g. Universities, recognized Research Institutions, Public Undertakings, etc. for teaching, research, scientific and technical posts. This method may be included in the rules if it is considered desirable that the above noted non-Government bodies are also tapped. In the case of isolated posts, it will be desirable to keep the method of recruitment of deputation / short-term contract, as, otherwise, the incumbents of the such posts, if directly recruited, will not have any avenue of promotion. In fact, it may be worthwhile to bring such posts into an organized cadre / service rather than fill them by deputation from outside for limited periods from time to time. Care should always be taken to ensure that the officers holding posts, other than in an Organized Service, have enough prospects for advancement in their own line. For this purpose, the administrative Ministry / Department should bring together all such isolated posts requiring similar educational qualifications, experience involving similar functions etc. into different groups to provide enough channels of promotion.

ABSORPTION AND DEPUTATION

3.11.6 “Absorption” and “deputation” are not synonymous and there is a substantial difference between “absorption” and “deputation”. Under the provision “absorption”, the officer who will come, may be permanently absorbed in the post / grade. Such an “absorption” can be effected only in the “case of officers from the Central / State Government. Under “deputation including short-term contract”, an officer from outside can come for a limited period, by the end of which will have to revert to his parent cadre.

COMPOSITE METHOD OF RECRUITMENT

3.11.7 In cases where the method of promotion is by ‘selection’ and the field of promotion or feeder grade consists of only one post, the method of recruitment by “deputation (including short-term contract) / promotion” is prescribed so that the

departmental officer is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short-term contract for the prescribed period of deputation / short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

QUOTA FOR FEEDER GRADES

3.11.8 In cases where there are two or more feeder grades, a separate percentage for promotion may be prescribed to each of the feeder grade.

FIELDS OF SELECTION

3.12.1 Column 11: (Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract/ re-employment is to be made)

The fields of selection under the various methods should be clearly specified. If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service. With a view to making the position clear, the field may be specified as “with _____ years’ service in the grade rendered after appointment thereto on a regular basis”. The field for “deputation/ short-term contract/ absorption should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

In some cases, different periods of qualifying services in the respective grade post on account of different scales of pay are prescribed for promotion in the Recruitment Rules. In order to facilitate preparation of an eligibility list for promotion, in cases where no separate quotas for each different grade have been prescribed, a “Note” as under may be added:

“NOTE: - The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.”

QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		
From Grade Pay (in Rs)	To Grade Pay (in Rs)	Qualifying Service (in years)
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG + Scale	Apex Scale	1 year

(DOPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated 12.3.2010)

DEPUTATION

3.12.3 In cases where 'deputation/short-term contract' has been prescribed as a method of recruitment, the following provision may be made in respect of the period of deputation:

“(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed----- years)”.

(DOPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86)

The period of deputation for a particular grade or cadre is dependent upon the pay scale of the post to which deputation is being made. For the top level i.e. for posts having Grade Pay of Rs. 8700 or above, the period prescribed is '5 years', for the Middle Management Level i.e. for posts having Grade Pay of Rs. 6600 or above but below Rs. 8700/-, the period is '4 years and for all other lower levels it is normally '3 years'. However, the Ministries/Departments, depending upon their requirements, the field of availability and the qualifications prescribed, should decide the period of deputation in consultation with the Department of Personnel and Training and the Union Public Service Commission.

3.12.4.1 For the purpose of determining the period of deputation, the posts may be broadly divided into the following 3 categories:-

- (i) posts where deputation allowance is admissible and the personnel are drawn from an identical grade or a grade below but with the requisite qualifications and experience to man such posts;
- (ii) posts which are manned by officers on deputation from various Services and have fixed tenure such as 3 years for Under Secretary, 4 years for Deputy Secretary and 5 years for Director/Joint Secretary in Central Secretariat; and
- (iii) Isolated ex-cadre posts and specialized technical posts for which persons are drawn from all fields on the basis of deputation, absorption, direct recruitment and in some cases on promotion depending upon the availability of suitable persons for these posts.

3.12.4.2. So far as posts (i) are concerned, the period of deputation for them may be prescribed as 3 years.

In respect of category (ii) the period of deputation may be prescribed in accordance with the tenure fixed for such posts.

The posts which fall in category (iii) viz., the posts which are in the highly specialized fields like, agriculture, irrigation, power, health planning etc. where too frequent replacements would affect continuity in the organization as well as render the accumulative wealth of experience redundant, the period of deputation for such posts may be prescribed as 5 years.

Besides, in some cases, the personnel are given specialized training in short spurts over a period to make them capable of handling the job adequately. In such cases also the period of deputation may be prescribed as 5 years.

3.12.4.3 With a view to remove any ambiguity regarding determination of eligibility for absorption/ deputation, the following guidelines may be followed: -

(i) In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/ Department/ Organization responsible for making appointment to the post i.e. originating Ministry etc.

(ii) In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

(DOPT OM No. AB-14017/11/86-Estt. (RR) dated 22.1.1987)

PROVISION FOR ARMED FORCES PERSONNEL

3.12.4.4 In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the recruitment rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts.

(AB.14017/13/85-Estt.(RR) dated 31.5.85)

3.12.4.5 All the Ministries/ Departments should examine and identify the posts in which military experience either in general or in specific fields or posts would be of distinct advantage, and incorporate necessary provisions in the recruitment rules for lateral induction of Armed Forces Personnel. In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the Recruitment Rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts. With a view to ensuring that this decision is implemented, the Ministries were called upon to make suitable amendment to the respective recruitment rules.

In order to have uniformity in amending the Rules it has been decided, in consultation with the UPSC, that the necessary provisions for lateral induction of the Armed Forces Personnel will be incorporated in the recruitment rules as given below:

In Col. 10: (Method of recruitment):

“For Ex-Servicemen
Deputation/ re-employment”

In Col. 11: “For Ex-Servicemen

Deputation/ re-employment: -

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.”

(DOPT OM No. AB.14017/13/85-Estt.(RR) dated 1.5.1986)

DEPARTMENTAL PROMOTION COMMITTEE

3.13.1 Column 12: (if a DPC exists, what is the composition)

When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee may be indicated. In all cases, the minimum number of officers to be included in the DPC should be 3 and as far as possible the departments may avoid various alternative designations of officers which may cause confusion. In the case of promotion to Group ‘A’ posts, the Union Public Service Commission shall also be associated; this position may be made clear as follows:

GROUP ‘A’ DPC

According to requirement in each case:-

- | | |
|---|-------------------|
| (i) Chairman or Member of the UPSC | - Chairman |
| (ii) | - Member |
| (iii) | - Member |
| (iv) | - Member |

The total strength of DPC including Chairman need not necessarily be an odd number, as the decision is to be taken as a joint one.

The composition of DPC should be clear, firm and include minimum 3 members including the Chairman. Whenever alternative members are proposed in

the composition of DPC, such members are to be associated only in the absence of the former.

(DP&AR OM NO. 14017/1/75-Estt. (D) Cell dated 27.11.75)

3.13.2 Members included in DPCs for Groups 'A' & 'B' posts should be officers who are at least one step above the post in which the promotion/confirmation is to be made. In respect of DPCs for Group 'C' posts, the Chairman of the DPC should be an officer of a sufficiently high level and one of the Members of the DPC should be an officer from a Department not connected with the one in which promotions are considered. The other Member should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed.

3.13.3 Endeavour should also be made to nominate SC/ST officers on the DPC constituted for various posts/services. However, the Recruitment Rules need not indicate the SC/ST officer as a DPC Member as inclusion of such an officer is covered by executive instructions.

3.13.4 The UPSC need not be associated in respect of posts where the promotion is based on non-selection.

3.13.5 The DPC consists of Chairman and Members only. The term "Member Secretary" should not, therefore, be used. In some cases, in accordance with provisions of the Recruitment Rules, the appointment to a post is required to be made only by deputation (including short-term contract) or re-employment. In such cases, the selection is not to be made by a DPC. The composition of the DPC need not, therefore, be indicated and the entry shown as "Not applicable".

3.13.6 The Union Public Service Commission is now not required to be associated with DPCs for considering cases of confirmation of Group "A" and "B" officers. It would be necessary to indicate separately the composition of the DPC for considering cases of confirmation in the case of appointment by promotion/direct recruitment/absorption. In such cases, the heading may read as "Group 'A' or Group 'B' DPC (for considering cases of confirmation)" and composition of the DPC mentioned thereunder.

CONSULTATION WITH UPSC

3.14 Column 13: (circumstances in which UPSC to be consulted in making recruitment)

The circumstances in which the Union Public Service Commission are to be consulted in making recruitment to the posts within their purview should be clearly indicated. Cases in which the Commission are to be consulted are illustrated below:-

- (i) Direct Recruitment

(ii) Re-employment

(iii) In all cases of 'absorption', the Commission shall be consulted. Such consultation is necessary because permanent arrangements are being made without resorting to the method of open recruitment and the Commission would ensure that the post has been circulated widely as per the provisions of the rules and the best person is selected.

(iv) When the composite method of recruitment is prescribed i.e. the departmental candidate is to be considered along with outsiders, the selection shall be made by the Commission only.

(v) For purpose of promotion from Group 'A' post to another Group 'A' post, consultation with the Commission is not necessary as per UPSC (Exemption from Consultation) Regulations, 1958. But, as the DPC for considering promotions within Group 'A' posts shall be presided over by Chairman/Member of the Commission, necessary provisions may be made in the DPC Col. (i.e. Col.12).

(vi) The Ministries/ Department are advised that if there are overriding compulsions for filling any Group A or Group B post in the absence of Recruitment Rules, then they may make reference to UPSC for determination of method of recruitment as a onetime measure for filling up of a post on regular basis.

DOPT OM No. AB-14017/79/2006-Estt.(RR) dated 6th September, 2007 and OM No. 39021/5/83-Estt. (B) dated 9th July, 1985

(vii) When the field of deputation for Group 'A' posts consists of Central Group 'A' officers only, consultation with the Commission for selection of an officer is not necessary. If the field for consideration includes State Government Officers or Group 'A' & 'B' officers of the Central Government simultaneously, selection for the post shall be done through the UPSC. When the field for consideration is made more broad-based and consists of not only Central/State Government officers but also officers from non-Government institutions, the selection shall always be done through the Commission. This is tantamount to direct recruitment and the Commission would ensure that the post has been circulated to all the authorities held down in the field and the best person is selected.

(viii) Any relaxation or amendment of the provisions of the Recruitment Rules.

(ix) Exemption from Consultation with UPSC is governed by the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time and the Central Civil Services and Civil Posts (Consultation with Union Public Commission) Rules, 1999 as amended.

PART IV

AMENDMENTS AND RELAXATIONS

4.1 Amendment proposals should be sent to this Department and UPSC in the format as given in Annexure-III. The reasons for making amendments should be clearly indicated. A copy of the Recruitment Rules in which amendments are made should always be enclosed, duly referenced and flagged.

4.2 All Recruitment Rules should contain a “Power to relax” clause in the covering notification or in the body itself (in the case of organized services).

4.3 Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

4.4 Relaxation of rules is to be resorted to on rare occasions. Such a relaxation should not be a regular feature.

4.5 Before resorting to relaxation of Recruitment Rules, the Ministries/Departments should explore the feasibility of filling up a post by other methods of recruitment provided in the rules. In the case of ‘deputation’, the vacancies should have been circulated in the employment News before consideration of relaxation.

4.6 Relaxation proposals should be sent to this Department in Annexure-IV after obtaining the approval of at least Joint Secretary level officer in the Ministry/Department concerned.

PART- VFOLLOW UP

5.1 In case the provisions of the final Recruitment Rules as approved by the Commission are at variance with the draft rules as concurred in by the Department of Personnel and Training, the changes should be brought to the notice of the Department of Personnel & Training.

5.2 TIME LIMIT FOR NOTIFICATION

The Recruitment Rules or amendment(s) thereto as finally approved by the Union Public Service Commission are required to be notified within a period of 10 weeks from the date of receipt of their advice letter. This time limit should be strictly adhered to.

5.3 LAYING ON THE TABLE OF BOTH THE HOUSES

Although the Recruitment Rules are statutory in nature, the copies of the notification of the same need not be placed on the Table of both the Houses of Parliament (CSL 14017/2/81-Estt. (RR) as Article 309 of the Constitution, under which these are framed, does not prescribe this is being done.

5.4 PUBLICATION IN THE EMPLOYMENT NEWS

In order to have adequate number of officers for posts which are to be filled by 'deputation', the vacancy circulars should invariably be published in the 'Employment News'. This will be in addition to the normal method of circulation to various Ministries/Departments and other agencies mentioned in the Recruitment Rules. The minimum time allowed for receipt of nominations should be 2 months. In a few cases where there are compelling reasons to fill the vacancy on urgent basis, a shorter time limit, which should not be less than 6 weeks may be prescribed with the approval of the Joint Secretary concerned. When a reference is made to UPSC for selection on 'deputation', the Ministries/Departments should enclose a certification to the effect that the vacancy circular has been dispatched to all the agencies prescribed in the rules and that the gist of the Circular has appeared in the Employment News.

5.5 REPORTS & QUARTERLY RETURNS

Quarterly returns in respect of the recruitment rules for service should be sent in time to the Department of Personnel & Training and the Union Public Service Commission (for Group 'A' & 'B' posts) to enable them to keep a watch on the progress made in finalizing the recruitment rules.

(D.P. & A.R. O.M. No. 2/24/74-Estt. (D) dated 17-10-74)

5.6 INFORMATIONAL AIDS

In order to facilitate framing of draft recruitment rules, the Ministries/ Departments are requested to make use of the following materials:

- (i) Handbook on Recruitment Rules.
- (ii) Instructions on probation and Constitution of DPCs.
- (iii) UPSC (Exemption from consultation) Regulations, 1958
- (iv) Model Recruitment Rules issued by the Department of Personnel & Training in respect of various categories of posts.

ANNEXURE I

RECRUITMENT RULES FOR IN THE MINISTRY OF

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
	*Number (year) * Subject to variation dependent on workload					

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13

ANNEXURE II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a) Name of the posts	
	(b) Name of the Ministry/Department	
	(c) Number of posts	
	(d) Scale of pay	
	(e) Class and service to which the posts belong	
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	
2.	Appointing Authority	
3.	Duties of the post in detail	
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	
5.	Methods of recruitment proposed-	
6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	
	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	

Contd.../-

	(f) (i) Is the promotion to be made on selection or non-selection basis?	
	(ii) Reasons for the proposal (i) above.	
	(g) If a DPC exists, what is its composition.	
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8.	If direct recruitment is proposed as a method of recruitment please state	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	
	(b) Indicate if there are any promotional avenues for the direct recruits?	
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	

Contd.../-

	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	(b) The percentage of vacancies proposed to be filled by this method.	
	(c) The period to which deputation will be limited.	
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	
12	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals
Telephone No. _____

Place:

Date:

ANNEXURE III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post:
(b) Name of the Ministry/Deptt.:
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ rules	in the existing	Revised provisions proposed	Reasons for the revision proposed

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals
Telephone No.-----

Place:

Date:

ANNEXURE IV

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for relaxation of Recruitment Rules.

1	(a) Name of the post. (b) Name of the Ministry/Department. (c) Scale of pay (d) Class and service to which the post belongs to: (e) Is the promotion to be made on selection or non-selection basis.	
2.	Updated copy of the Recruitment Rules with covering notification.	
3.	Have the alternative methods of recruitment been tried by the Department. If so, indicate the results.	
4.	In the case of direct recruitment, is it necessary to revise the qualifications if the method of recruitment has failed more than once?	
5.	In the case of 'deputation' it may be indicated whether the vacancies were circulated through Employment News as required by the Department of Personnel and Training OM No. 14017/17/83 dated 22.5.86	
6.	Seniority List of officers who are to be considered for relaxation, to be attached.	
7.	In case probation period is prescribed for the officers under consideration, please indicate whether the officers have satisfactorily completed the probation period.	
8.	The number of years of ad hoc service (in the feeder grade) put in by the officers whose case is being considered for relaxation, with details	
9.	The reasons for making ad hoc appointments referred to in item 8 above, may be indicated: (a) Delay in DPC (b) Pending Court cases (c) Finalization of Recruitment Rules (d) Any other reasons.	

Contd./-

10	In case of Organized Services, the number of years of total Group 'A' Service (only regular service) may be indicated.	
11.	In the case of Organized services, it may be indicated whether the proposals is a result of cadre review of the Service.	
12	Has the proposal been approved by Secretary/Joint Secretary level officer in the Ministry/Department.	
13.	Name, address and telephone number of the Ministry's representative with whom the proposals may be discussed, if necessary, for clarification/early decision.	

Place:

Signature of the Officer sending the proposals

Date:

Telephone No. _____
