

STAFF SELECTION COMMISSION

Southern Region, Chennai 600006

INSTRUCTIONS

Proforma for sending Requisitions

(To be submitted in duplicate)

Kindly note the following instructions before filling up the format —

1. The Staff Selection Commission (SSC) is making recruitment of Group C (Non Technical) posts and Group B (Non Gazetted) posts where the maximum of the scale of pay is less than Rs 10500.
2. The requisitions for Group C posts may be sent to the concerned Regional/Sub Regional Office of the Staff Selection Commission in accordance with the place of initial posting.
3. The requisitions for Group B posts may be sent to the Secretary, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi 110003
4. Each requisition is to be accompanied by the following documents:
 - a) A copy of the notified Recruitment Rules with GSR Number
 - b) A copy of the laid down duties and responsibilities attached to the post
 - c) A copy of the No Objection Certificate obtained from the Central (Surplus Staff) Cell of the Department of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules 1990 notified vide DOPT Notification No.1/14/89-CS.III dated 28.2.1990 and DOPT letter Nof.1/5/2000-CS.III dated 10.11.2000
 - d) A certificate to the effect that clearance has been obtained from the Screening Committee of the Administrative Ministry, in accordance with the DOPT OM No.2/8/2001-PIC dated 16.5.2001 for filling up of the vacant post(s).
 - e) A certificate in accordance with DOPT OM No.36035/19/99-Estt (Res) dated 17.9.1999 in order to ensure compliance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995



PROFORMA

1	(i) Name of the Organisation/Office ... (ii) Ministry/Department to which attached ... (iii) Whether the requisitioning authority is authorized by the administrative Ministry/Department to place the requisition with the SSC directly? ... Yes / No
2	Complete postal address of the Head of Office of the organisation ...
3	Requisition for recruitment for the post of a) Designation ... b) Scale of Pay ... c) Classification (whether Group C Non technical or Group B Non gazetted) ...
4	Details of the post ... a) Brief description of the job requirements and nature of duties of the post ... b) Place of initial posting (including the name of the district and State) for each vacancy separately ... c) Whether All India Service Liability involved ...
5	How have the vacancies arisen? ... <i>(Clearly specify, by promotion / resignation/death/ retirement, etc. In case the vacancy is due to failure of recruitment by transfer/deputation, the details thereof may also be indicated)</i>
6	Break up of vacancies <i>(This may be shown in the vertical and horizontal component as indicated below)</i> ...

a) Category-wise (vertical)

(For ST/ST vacancies, details of current as well as backlog vacancies should be given)

Category	No. of vacancies	Current	Backlog
UR			
OBC			
SC			
ST			
Total			

b) Horizontal Reservation

Whether the post is identified as suitable for

OH

... Yes / No

HH

... Yes / No

VH

... Yes / No

Out of the total vacancies shown above in col. 6(a), the number of vacancies for PH (horizontal reservation)

OH

...

HH

...

VH

...

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

...

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

7 Period of probation

...

8 Qualification as laid down in the notified Recruitment Rules, including any relaxation

a) Essential

...

b) Desirable

...

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

9 Age Limits

...

- a) As per Recruitment Rules ...
- b) Relaxation in Upper Age Limit available to
- i. SC ... by _____ years
- ii. ST ... by _____ years
- iii. OBC ... by _____ years
- iv. PH ... by _____ years
- v. PH & SC/ST ... by _____ years
- vi. PH & OBC ... by _____ years
- vii. Departmental Candidates ... by _____ years
- viii. Central Govt Employees (other than (vii) above) ... by _____ years
- ix. Any others (specify details and extent of relaxation) ... by _____ years

(Note: As regards age relaxation to Physically Handicapped category candidates, your attention is invited to Dept of Personnel & Training OM No.43019/28/86-Estt (D) dated 1.2.1999)

- 10 Any other requirements or conditions not covered by the above columns ...
- 11 Name, address and telephone numbers of the Departmental Representative (not less than the rank of Deputy Secretary of the Ministry/Department) who will be deputed to assist the SSC at the interview ...
- 12 Whether the captioned post(s) has/have been got exempted from ban orders imposed by the Ministry of Finance vide their OM Nos. F7(1)-E(Coord) /84 dated 3.1.1984 and F.7(3)/6/E.Coord/99 dated 5.8.1999 or any subsequent orders ...
- 13 Whether the vacancies have been cleared by the Screening Committee of the Administrative Ministry in accordance with DOPT OM No. 2/8/2001-PIC dated 16.5.2001 and 6/18.6.2002 ...
- 14 A "No Objection Certificate" from the ...

- Central (Surplus Staff) Cell (*now re-designated as Retraining and Deployment*) of the DOPT has been obtained in accordance with the CCS (Redeployment of Surplus Staff) Rules 1990 notified vide DOPT Notification No.1/14/89-CS.III dated 28.2.1990 and DOPT letter No.1/5/2000-CS.III dated 10.11.2000
- 15 Whether the number of vacancies reserved for SC, ST and OBC as mentioned in column 6 above is in accordance with the reservation quota fixed for these communities as per DOPT OM No.36012/2/96-Estt (Res) dated 2.7.1997 and DOPT OM No.36012/5/97-Estt(Res) Vol. II dated 20.7.2000?
- 16 Whether the vacancies for Physically Handicapped and Ex-Servicemen have been worked out with reference to DOPT OM Nos. 36035/16/91-Estt. SCT dated 20.9.1994 and 36012/58/92-Estt (SCT) dated 1.12.1994, respectively?
- 17 Whether the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 are complied with?
- 18 Letter No. and date of the last requisition for the same post (along with category-wise break up of the number of vacancies) placed with the SSC by your Office
- 19 Letter No. and date by which nomination has been made by SSC to your office earlier for the same post
- 20 It is certified that
- a) The information furnished against the above mentioned columns are correct and based on the official records available with this Office
- b) Vacancies projected in this requisition are regular and all regular vacancies on date which fall within the direct recruitment quota have been included in

this requisition, and also the necessary sanction of the Govt for these posts is available

- c) The vacancies reported shall not be withdrawn nor the number and category break up of vacancies shall be altered under any circumstances
- d) Suitable personnel are not available with the Surplus Cell of DOPT for fill up these vacancies
- e) While sending this requisition, the policy relating to 3% reservation for persons with disabilities has been taken care of
- f) * The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably indicated in the vacancy position
- *The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. However, none of the vacancies reported here has been earmarked/reserved for the disabled
- *The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities
- *The establishment/organisation to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995
- g) The number of vacancies reserved for SC/ST, OBC, etc as mentioned in column 6 above are in accordance with the reservation quota fixed by the Government for these communities
- h) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this Office within 3 months from the date of nomination

* *Strike off whichever is not applicable*

Place	Signature & Official seal of the Officer authorized to send this requisition
Date	Telephone No.