

## PROFORMA FOR SENDING REQUISITIONS FOR SELECTION POSTS

(TO BE SUBMITTED IN DUPLICATE)

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

1. Staff Selection Commission (SSC) recruits Group 'C' (Non-Technical) and Group 'B' (Non-Gazetted) Posts up to the Grade Pay of Rs.4800/-.
2. The requisitions for Group 'B' and 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. Each requisition should 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 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 28.02.1990 and DOPT letter No.1/5/2000-CS.III, dated 10.11.2000
  - d) A certificate in accordance with DOPT O.M. No. 36035/19/99-ESSt (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.
  - e) The Head of the Department should give a certificate to the effect that he/she has personally checked and ensured the correctness of the information given in the requisition form with regard to the reservation of Persons with disabilities of the indented vacancy and to indicate the point of the roster against which the above vacancy falls. It should be clearly certified whether the above vacancy falls against the reserved point of PH or not. If not, it may be indicated as to whether the post is identified suitable for being manned by the persons with disabilities.

1.	(i) Name of the Organization/Office:		
	(ii) Ministry/Department to which attached:		
	(iii) Whether the requisitioning authority is authorized by the administrative Ministry/Deptt. to place the requisition with the SSC directly:		
2.	Complete postal address of the Head Office of the organization.		
3.	Requisition for recruitment to the post		
	(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? (Clearly specify, by promotion/resignation/death/retirement etc. in case the vacancy is due to failure of recruitment by transfer/deputation, the details thereof may also be indicated)		
6.	Break-up of vacancies (this may be shown in the format of vertical and horizontal components as indicate below) (a) Category-wise (Vertical) break-up of vacancies *Note: Break-up of current and backlog vacancies for SCs & STs to be indicate.	<u>Category</u>	<u>No. of vacancies</u>
		UR	
		OBC	
		SC	Current____ Backlog____
		ST	Current____ Backlog____
	(b) Whether the post is identified as suitable for:		
	(i) OH	Yes/No	
	(ii) HH	Yes/No	
	(iii) VH	Yes/No	
	(c) Out of the total vacancies shown above in Col. 6 (a), the number of vacancies for PH (horizontal reservation)		
(i) OH			
(ii) HH			
(iii) VH			
(d) Out of the total vacancies shown above in Col. 6 (a), the number of			

