

## **STAFF SELECTION COMMISSION**

### PROFORMA FOR SUBMITTING REQUISITIONS FOR RECRUITMENT TO THE POST OF MULTI-TASKING STAFF (NON-TECHNICAL)

**(To be submitted in duplicate)**

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

1. The requisitions for the post of MTS Group 'C' (Non-Technical) posts to be sent to the concerned Regional / Sub Regional Office of the Staff Selection Commission under whose purview the place of initial posting of the selected candidate falls.
2. The Requisition Proforma duly filled, along with all the relevant Annexures, should be submitted **to the concerned Regional / Sub-Regional Office** of the Commission by the Indenting Ministry/Department. The acceptance of the requisition by the Regional Office should be followed up and confirmed
3. Each requisition is to be accompanied by the following documents:
  - a) A copy of the notified Recruitment Rules with all amendments thereto, with GSR Number in bilingual (Hindi & English) (The Recruitment Rules should have been revised in accordance with the DOP&T's OM No. AB-14017/61/2008-Estt. (RR) dated 17.03.2016).
  - b) A copy of the **No Objection Certificate** obtained from Division of Retraining and Redeployment of the Department of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules 1990 notified vide DOPT Notification No. 1/14/89-CS.III dated 28.02.1990 and DOPT letter No.1/5/2000-CS.III dated 10.11.2000.
  - c) A copy of the laid down duties and responsibilities attached to the post (**Annex-I**).
  - d) Further it may be indicated as to whether the post of MTS is identified suitable for being manned by the persons with disabilities. (Note: *"suitability" for PwD candidates is different from "reservation" of the post for PwD candidates.*) (**Annex-II**).
  - e) A certificate in accordance with DOPT OM No. 36035/02/2017-Estt. (Res) dated 15.01.2018 in order to ensure compliance with the provisions of "The Rights of Persons with Disabilities Act, 2016" with regard to the reservation of posts for Persons with Disabilities (PwD) in respect of the indented vacancies **indicating the point of the roster against which these vacancies fall (Annex-III)**.

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- f) A certificate by The Head of the Department (HOD)/ Head of Office (HOO) to the effect that he/she has personally checked and ensured the correctness of the information given in the requisition proforma and provisions of para 2.5 of the Ministry of Finance, Department of Expenditure O.M. No. 7(2) /E.Coord/2013 dated 18.09.2013, as amended from time to time, have been taken into account (**Annex-IV**).
  - g) A certificate by the Head of the Department (HOD) / the Authorized Signatory, to the effect that the vacancies reported shall not be withdrawn nor the number and category-wise break-up of vacancies shall be altered ( **Annex-V**).
  - h) **A statement of** State/UT wise breakup of vacancies by the Head of the Department (HOD) / the Authorized Signatory as per **Annex-VI**.
5. Each requisition shall be submitted by the User Department separately, in case of vacancies spread over States/UTs under the purview of more than one Regional Office of the Commission.

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**Requisition Proforma (MTS- Non Technical)**

1.	a.	Name of the Organization/Office:		
	b.	Ministry/Department to which attached:		
	c.	Whether the requisitioning authority is authorized by the administrative Ministry/Deptt. to place the requisition with the SSC directly:		
2.	Contact details and complete postal address of the Nodal Officer of the organization	a	Name:	
		b	Designation:	
		c	Address:	
		d	Telephone No., Mobile No. & Fax No.	
		e	E-mail:	
3.	Details of the Post for which Requisition is being submitted :-			
a.	Name of the post:	MTS(Non-Technical)		
b.	Pay Matrix (as per 7 <sup>th</sup> CPC):			
	Age limits	<p>.....</p> <p>(please specify whether it is 18-25 years or 18-27 years as per Rectt. Rules for UR category)</p>		
c.	Classification of Post	Group-‘C’, Non-Technical;		
d.	Place of initial posting [name of the State(s)/UTs].	(If vacancies are spread over more than one State/UTs - breakup to be given in Annexure- VI)		
e.	Whether All India Service Liability (AISL) is involved?	Yes/No		
f.	How have the vacancies arisen? (Clearly specify, by promotion/resignation/death/ retirement etc. in case the vacancy is due to failure to recruit by transfer/ deputation, the details may be indicated)			

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4	Whether the post is identified suitable for PwD Candidates : Yes / No						
	<p>If Yes, the information on type of disability the post is suitable for:-  <i>(Note: "suitability" is different from "reservation" of the post for PwD candidates. A post identified suitable for the PwD can take non-PwD as well as PwD candidates but without relaxation in merit. But a post reserved for PwD can take only PwD candidates)</i></p>						
	<b>Type of Disability</b>	<b>Category of Disability</b>	<b>Suitability for PwD</b>	<b>Permissible disability**</b>			
i)	Blindness and low vision	VH	Yes/No	..... (Blind/Low Vision)			
ii)	Deaf and hard of hearing	HH	Yes/No	..... (Deaf/ Hard of Hearing)			
iii)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH	Yes/No	..... (OA/OL/ OA-OL/ BA/BL )			
iv)	Autism, intellectual disability, specific learning disability and mental illness	Others	Yes/No	..... (Clearly specify)			
v)	Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness	Others	Yes/No	..... (Clearly specify)			
	**Permissible disabilities i.e. One Arm affected, One Leg affected, Both Legs affected, One Arm & One Leg affected, Both Arms affected, Low Vision, Blind etc. have to be specifically indicated.						
5.	Category-wise break up of vacancies (Vacancies under column 5(a) i.e. the vertical category constitute the total no of vacancies. The vacancies under column (c) and (d) i.e. PwD and ESM are only horizontal components of this and are already covered in the total no: of vacancies .) :-						
a)	<b>Category-wise (Vertical)</b>	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS*</b>	<b>TOTAL</b>
	No. of vacancies						
	<b>*In accordance with DOP&amp;T's OM No. 36039/1/2019-Estt.(Res.) dated 19.01.2019</b>						
b)	<b>Horizontal Reservation (Refer DOP&amp;T O.M. No. 36035/02/2017-Estt.(Res.)dt.15.01.2018)</b>						
	Out of the total number of vacancies shown above in Col. 5(a), the number of vacancies reserved for Persons with Disabilities (PwD):-						
	<b>VH</b>						
	<b>HH</b>						
	<b>OH</b>						
	<b>Others</b>						
	<b>Total vacancies reserved for Persons with Disabilities (PwD)</b>						
c)	Out of the total vacancies shown above in col. 5(a), vacancies reserved for Ex-Serviceman (ESM)	<u>Number</u>					

6	Period of probation	
7	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)	
	(c) Relaxation, if any	
8	Age Limits as per Recruitment Rules :- Pl specify the applicable category  (Note: As regards age relaxation for various categories,, attention is invited to <b>DoP&amp;T O.M.No.15012/2/2010-Estt.(D) dated the 27<sup>th</sup> March, 2012</b> read with the <b>DoP&amp;T O.M. No. 43019/28/86-Estt.(D) dated 01.02.1999</b> )	
9	Any other requirements or conditions not covered by the above columns	
10	Whether the captioned post(s) has/have been exempted from ban orders imposed by the M/o Finance vide their O.M. Nos.F.7 (1)-E(Coord.)/84, dated 03.01.1984 and F.7(3)/6/E. Coord/99, dated 05.08.1999 or any subsequent orders.	
11	Whether a 'No Objection Certificate' from Division of Retraining and Redeployment of the DOPT has been obtained in accordance with the CCS (Redeployment of Surplus Staff) Rules, 1990 notified vide DOPT Notification No.1/14/89-CS.III dated 28.02.1990 and DOPT letter No. 1/5/2000-CS.III, dated 10.11.2000 or any subsequent orders? Copy to be enclosed.	
12	Whether the number of vacancies reserved for SC, ST, OBC & EWS as mentioned in Column 5(a) above, is in accordance with the reservation quota fixed for these Categories as per DOPT O.M. No.36012/2/96-Estt.(Res.), dated 02.07.1997 and DOPT O.M. No.36012/5/97-Estt.Vol.II, dated 20.07.2000 & DoP&T O.M. No. 36039/1/2019-Estt.(Res.) dated 19/01/2019 or any subsequent orders?	
13	Whether the vacancies for PwD and ESM have been worked out with reference to DOPT O.M. No. 36035/02/2017-Estt.(Res.), dated 15.01.2018 and 36034/1/2014-Estt.(Res.), dated 14.08.2014 respectively or any subsequent orders?	

14	Whether the provisions of 'The Rights of Persons with Disabilities Act, 2016' are complied with?	
15	Letter No. and date of the Previous requisition for the same post (along with category-wise break-up of the number of vacancies) placed with the SSC by your office.	
16	Letter No. and date by which nomination has been made earlier by SSC to your office for the same Posts along with the no: of candidates nominated under each category and No. of vacancies filled by your Office/Deptt.	
17	It is certified that:	
a.	The information furnished against the above mentioned columns are correct and based on the records available with the office;	
b.	All vacancies projected in this requisition are regular and fall under the direct recruitment quota as per Recruitment Rules. Necessary sanction of the competent authority in the government for these posts has been obtained;	
c.	Age relaxation is in accordance with latest instructions of DOP&T.	
d.	Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.	

Place: .....

Date: .....

Signature and Official Seal of the Officer  
Authorized to send this requisition

- a. Name: .....
- b. Designation: .....
- c. Address: .....
- .....
- d. Tel/Fax. No. ....
- e. E-mail: .....

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**GOVERNMENT OF INDIA**

**Department of \_\_\_\_\_**

**Ministry of \_\_\_\_\_**

**F.No. \_\_\_\_\_**

**Date: \_\_\_\_\_**

**CERTIFICATE**

This is to certify that the Recruitment Rules (RRs) for the post of MTS have been notified vide GSR No. .... dated .....(Bilingual Copies of the notified RR's are also enclosed herewith). The Age-limit as mentioned in the RR's is ..... years and the relaxation in upper Age-limit shall be available as per DoP&T O.M. No. 15012/2/2010-Estt.(D) dated the 27<sup>th</sup> March, 2012 read with the DoP&T O.M. No. 43019/28/86-Estt.(D) dated 1.2.1999 or any subsequent orders.

1. The Essential Qualification attached to the post as per RR's are:-

2. The laid down Duties and Responsibilities attached to the post are:-

Official Seal

:

**Encl.: RR's**

Place:

Date:

Signature of Head of Department/Head of Office

Name : .....

Designation : .....

Telephone No. : .....

E-mail : .....

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**GOVERNMENT OF INDIA**

**Department of \_\_\_\_\_**

**Ministry of \_\_\_\_\_**

**F.No. \_\_\_\_\_**

**Date: \_\_\_\_\_**

**CERTIFICATE FOR SUITABILITY OF PwD CANDIDATES**

It is certified that the post of .....MTS..... is identified SUITABLE for persons with Disabilities (PwD) with following Disabilities:-

Type of Disability	Category of Disability	Disability <b>permissible/suitable</b> for jobs attached to the post (i.e. One Arm affected (OA), One Leg affected (OB), Both Legs affected (BL), One Arm & One Leg affected OA&OL), Both Arms affected (BA), Low Vision (LV), Blind etc.) <b>Please indicate clearly the specific disability. If not suitable, indicate as NIL in the columns below.</b>
(i) Blindness and low vision	VH	.....(Blind/ LV)
(ii) Deaf and hard of hearing	HH	.....(Deaf/Hard of Hearing)
(iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH	.....(OA/OL/ OA&OL/BL/BA/)
(iv) Autism, intellectual disability, specific learning disability and mental illness	Others	.....(specify clearly)
(v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness		.....(specify clearly)

Official Seal

Signature of Head of Department/Head of Office

Place:

Name : .....

Date:

Designation : .....

Telephone No. : .....

E-mail : .....

**Continued ...8/-**



**GOVERNMENT OF INDIA**

**Department of \_\_\_\_\_**  
**Ministry of \_\_\_\_\_**

**F.No. \_\_\_\_\_**

**Date: \_\_\_\_\_**

**CERTIFICATE ON HORIZONTAL RESERVATION FOR PwD**

It is certified that the provisions of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016'\* which has become effective from 19<sup>th</sup> day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancy(ies) reported in this requisition fall(s) at points No(s)..... of Cycle No. of 100 point reservation roster out of which, ..... number of vacancy(ies)is/are reserved for persons with benchmark disabilities."

Official Seal

Signature of Head of Department/Head of Office

Place:	Name	:	.....
Date:	Designation	:	.....
	Telephone No.	:	.....
	E-mail	:	.....

\*Please refer para 10 of DoP&T O.M. No. 36035/02/2017-Estt.(Res.) dated 15.01.2018.

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**GOVERNMENT OF INDIA**

**Department of** \_\_\_\_\_  
**Ministry of** \_\_\_\_\_

**F.No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CERTIFICATE**

I have personally checked and ensured the correctness of all information given in the Requisition Form for the post of MTS.

2. The age limits indicated in the requisition are as prescribed in the current Recruitment Rules to the post.

3. It is also certified that the provisions of para 2.5 of Ministry of Finance, Department of Expenditure, O.M. No. 7(2)/E.Coord/2013 dated 18.09.2013 or any subsequent orders, have been taken into account while submitting the requisition.

Official Seal

Signature of Head of Department/Head of Office

Place:

Date:

Name : .....

Designation : .....

Telephone No. : .....

E-mail : .....

**GOVERNMENT OF INDIA**

Department of \_\_\_\_\_  
Ministry of \_\_\_\_\_

F.No. \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE**

It is certified that the vacancies of MTS reported in the Requisition Proforma submitted by this Office/Organization shall not be withdrawn. Neither the number nor the category-wise break-up of vacancies shall be altered. In the event of any unprecedented / exigent circumstances wherein there is a withdrawal of vacancies or alteration in the category-wise break-up of vacancies by this Ministry / Department, this Ministry / Department shall take full responsibility to accommodate the nominated candidates so recruited in compliance with its requisition.

Official Seal

Signature of Head of Department/  
the Authorised Signatory

Place:	Name	:	.....
Date:	Designation	:	.....
	Telephone No.	:	.....
	E-mail	:	.....

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**State-wise distribution of the reported vacancies of MTS**

1. Name of Organization/Office \_\_\_\_\_
2. Name of Ministry/Department \_\_\_\_\_
3. State-wise break-up of vacancies :-

State/ Union Territory	UR	OBC	SC	ST	EWS*	Total	Horizontal reservation					Remarks***
							ESM	VH** (PwD)	OH** (PwD)	HH** (PwD)	Other** PwD	
Delhi												
Rajasthan												
Uttarakhand												
<b>Total</b>												

\* In accordance with DoP&T O.M No.36035/1/2019-Estt (Res.) dated 19.01.2019

\*\* In accordance with para 10 of DoP&T O.M. No. 36035/02/2017-Estt(Res.) dated 15.01.2018.

\*\*\* Note: Any other specific requirement as per nature of duties and responsibilities attached to the post may be indicated. To illustrate, if the post is identified suitable for Persons with Colour Blindness, the same may be indicated along with number of vacancies identified suitable for Colour blind persons.

Signature & Designation of Requisitioning Officer with seal

The End...