

STAFF SELECTION COMMISSION

PROFORMA FOR SUBMITTING REQUISITIONS FOR RECRUITMENT TO SELECTION POSTS (To be submitted in duplicate)

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

1. The Staff Selection Commission (SSC) recruits Group-B (Non Gazetted) and Group C (Non-Technical) posts up to the Level-8 of Pay Matrix in the 7th CPC (Grade Pay of Rs.4800/- in the 6th CPC).
2. The requisitions for Group 'B' (Non-Gazetted) and Group 'C' (Non-Technical) posts to be sent to the concerned Regional / Sub Regional Office of the Staff Selection Commission in accordance with the place of initial posting.
3. The Requisition Proforma duly filled, alongwith all the relevant Annexures, should be submitted under **Single Window System to the concerned Regional / Sub-Regional Office** of the Commission by the Indenting Ministry/Department by deputing an Officer who is well conversant with the Recruitment Rules of the Post for which requisition is being submitted.
4. 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 be revised in accordance with the DOP&T's OM No. AB-14017/61/2008-Estt. (RR) dated 17.03.2016).
 - b) A copy of the **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) 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" (**Annex-II**).
 - e) The Head of the Department (HOD)/ Head of Office (HOO) 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 and provisions of para 2.5 of the O.M. No. 7(2) /E.Coord/2013 dated 18.09.2013, as amended from time to time, of Ministry of Finance, Department of Expenditure, have been taken into account (**Annex-III**).

- f) The Head of the Department(HOD)/ Head of Office (HOO) should give a certificate to the effect that an officer of not below the rank of Under Secretary or equivalent in the Central Government will be deputed for Scrutiny of documents of candidates. The deputed officer shall have the authority of the organization to certify the admissibility of documents w.r.t. educational qualifications and experience as required under the Recruitment Rules for the requisitioned post(s) which shall be treated as final (**Annex -IV**).
- g) The Head of the Department (HOD) / the Authorized Signatory should give a certificate 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) The Head of the Department (HOD)/ Head of Office (HOO) should give a certificate to the effect that he/she has personally checked and ensured the correctness of the information given in the requisition form with regard to the reservation of Persons with Disabilities (PwD) of the indented vacancy and **to indicate the point of the roster against which the above vacancy falls**. It should be clearly certified whether the above vacancy falls against the reserved point of PwD or not. If not, it may be indicated as to whether the post is identified suitable for being manned by the persons with disabilities.

5. Each requisition shall be submitted by the User Department separately, in case of more than one Requisition.

Requisition Proforma (Selection Posts)

| | | | | | | | | |
|---|---|--|-------------------------------------|-------------------------|---------------------------------|-----------|-------------|--------------|
| 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: | Yes/No | | | | | |
| 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: | | | | | | | |
| b. | Pay Matrix (as per 7 th CPC): | | | | | | | |
| c. | Classification of Post | i | Whether Group 'B' Non-Gazetted; or | | | | | |
| | | ii | Group-'C', Non-Technical; | | | | | |
| d. | Brief description of the job requirements and nature of duties of the post. | | | | | | | |
| e. | Place of initial posting [name of the State(s)]. | | | | | | | |
| f. | Whether All India Service Liability (AISL) is involved? | | Yes/No | | | | | |
| 4. | How have the vacancies arisen? (Clearly specify, by promotion/resignation/death/ retirement etc. in case the vacancy is due to failure to recruit by transfer/deputation, the details thereof may also be indicated) | | | | | | | |
| 5. | Break up of vacancies (This may be shown in the vertical and horizontal component as indicated below):- | | | | | | | |
| a) | Category-wise (Vertical) | | UR | OBC | SC | ST | EWS* | TOTAL |
| | No. of vacancies | | | | | | | |
| *In accordance with DOP&T's OM No. 36039/1/2019-Estt.(Res.) dated 19.01.2019 | | | | | | | | |
| b) | Whether the post is identified suitable for PwD Candidates : Yes / No If Yes, the following information regarding type of disability to be filled:- | | | | | | | |
| | Type of Disability | | Category of Disability | Suitable for PwD | Permissible disability** | | | |
| | (i) Blindness and low vision | | VH | YES/NO | | | | |
| | (ii) Deaf and hard of hearing | | HH | YES/NO | | | | |

| | | | | |
|---------|--|--|-------------------|--|
| | (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy | OH | YES/NO | |
| | (iv) Autism, intellectual disability, specific learning disability and mental illness | Others | YES/NO | |
| | (v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness | | | |
| | **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. to be mentioned | | | |
| (c) | Horizontal Reservation (Refer DOP&T O.M. No. 36035/02/2017-Estt.(Res.)dt.15.01.2018) | | | |
| | Out of the total number of vacancies shown above in Col. 5(a), the number of vacancies reserved for Persons with Disabilities (PwD):- | | | |
| | VH | | | |
| | HH | | | |
| | OH | | | |
| | Others | | | |
| | Total vacancies reserved for Persons with Disabilities (PwD) | | | |
| (c)(i) | Out of Total reserved PwD vacancies in 5(c) above, number of vacancies which may be filled through non-PwD candidates in the event of not finding candidates from earmarked PwD category: | | | |
| (c)(ii) | Out of Total PwD vacancies as mentioned in 5(c) above, number of vacancies and corresponding Vertical category which should be left unfilled in the event of not finding candidates from earmarked PwD category: | Number | Vertical Category | |
| | | | | |
| 5 | (d) | Out of the total vacancies shown above in col. 5(a), vacancies reserved for Ex-Serviceman (ESM) | | |
| | (d)(i) | Number | Vertical Category | |
| | | | | |
| 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 | Whether Indenting Department has furnished any clarification on EQ/Eligibility/Experience to any of the Regional Office(s) of SSC. If yes, please attach the said copies of correspondence with the requisite clarification. | | | |

| | | |
|---|--|-----------------------|
| 9 | Age Limits as per Recruitment Rules :- | |
| (Note: As regards age relaxation, attention is invited to DoP&T O.M.No.15012/2/2010-Estt.(D) dated the 27th March, 2012 read with the DoP&T O.M. No. 43019/28/86-Estt.(D) dated 01.02.1999) | | |
| 10 | Any other requirements or conditions not covered by the above columns | |
| 11 | Name, address & Tel. No. of the Officer (not below the rank of Under Secretary or equivalent of the Ministry/Deptt.) who shall be deputed/contacted to assist SSC, when required | a. Name: |
| | | b. Designation: |
| | | c. Address: |
| | | d. Tel.No./Mobile No. |
| | | e. E-mail: |
| 12 | 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. | |
| 13 | 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. | |
| 14 | 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? | |
| 15 | 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? | |
| 16 | Whether the provisions of 'The Rights of Persons with Disabilities Act, 2016' are complied with? | |
| 17 | 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. | |
| 18 | Letter No. and date by which nomination has been made earlier by SSC to your office for the same Post and No. of vacancies filled by your Office/Deptt. | |

| | | |
|----|-----------------------|--|
| 19 | 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:

GOVERNMENT OF INDIA

Department of _____

Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

This is to certify that the Recruitment Rules (RRs) for the post of 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 27th March, 2012 read with the DoP&T O.M. No. 43019/28/86-Estt.(D) dated 1.2.1999 or any subsequent orders.

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

| |
|--|
| |
| Skill Test/PET/PST/Medical Test/Typing Test, etc.(If applicable) |

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

| |
|--|
| |
|--|

Official Seal

Signature of

Head of Department/Head of Office :

Name :

Designation :

Telephone No.:

E-mail :

Encl.: RR's

Place:

Date:

GOVERNMENT OF INDIA

Department of _____

Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

It is certified that the provisions of the ‘THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016’* which has become effective from 19th 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."

2. It is also certified that the post of which is identified SUITABLE/NOT-SUITABLE for persons with Disabilities (PwD) with following Disabilities:-

| Type of Disability | Category of Disability | Disability permissible/suitable for jobs attached to the post (i.e. One Arm affected, One Leg affected, Both Legs affected, One Arm & One Leg affected, Both Arms affected, Low Vision, Blind etc.) |
|--|------------------------|---|
| (i) Blindness and low vision | VH | |
| (ii) Deaf and hard of hearing | HH | |
| (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy | OH | |
| (iv) Autism, intellectual disability, specific learning disability and mental illness | Others | |
| (v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness | | |

Official Seal

Signature of

Head of Department/Head of Office :

Name :

Designation :

Telephone No. :

E-mail :

Place:

Date:

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

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 _____.

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

Official Seal

Signature of

Head of Department/Head of Office :

Name :

Designation :

Telephone No. :

E-mail :

Place:

Date:

GOVERNMENT OF INDIA

Department of _____
Ministry of _____

F.No. _____

Date: _____

CERTIFICATE
(As per Procedure of recruitment under Selection Posts)

This Office undertakes to depute an officer of at least the rank of Under Secretary or equivalent in the Central Government, for Scrutiny of documents of candidates before finalisation of results.

2. The Ministry/Department shall also ensure the uniformity in respect of EQ i.e. Essential Qualification & Experience for the same Post(s) requisitioned across all Regions.

3. The deputed officer is authorised by the organization to certify the admissibility of documents w.r.t educational qualifications and experience as required under the Recruitment Rules for the requisitioned post(s), which shall be treated as final.

4. The interpretation of the deputed Officer of this Ministry/Department regarding the Essential Qualification(s)/Experience for the requisitioned post(s) shall be final and shall also be treated as uniform for identical cases of candidates for the same post across all Regional / Sub-Regional Offices of the Commission.

5. Staff Selection Commission shall not allow any relaxation in EQ/Experience required for the requisitioned Post(s) and the decision of the Indenting Ministry/Department shall be final.

Official Seal

Signature of

Head of Department/Head of Office :

Name :

Designation :

Telephone No. :

E-mail :

Place:

Date:

GOVERNMENT OF INDIA

Department of _____

Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

(As per Procedure of recruitment under Selection Posts)

It is certified that the vacancies reported under the Requisition Proforma 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:

Name :

Designation :

Telephone No. :

E-mail :

Place:

Date: