

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

No.A.12021/1/2024/DPAR/CCD(2)

Puducherry, dated 25.01.2024

I.D. NOTE / OFFICE MEMORANDUM

Sub: Public Services – Submission of proposals for recruitment to Union Public Service Commission (UPSC) on annual basis – Instructions – Communicated.

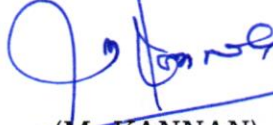
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A copy of the Office Memorandum No.39022/02/2023-Pers. Policy (B) dated 07th November, 2023 of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi on the subject mentioned above, is communicated herewith for information and strict compliance.

2. All the Cadre Controlling Authorities are requested to furnish the details of proposals already submitted to the UPSC and proposals to be taken up with UPSC for conduct of direct recruitment in the following Proforma **on or before 29.01.2024** so as to apprise the UPSC in the meeting to be held on 01.02.2024:-

Name of the post	Group	No. of vacancies under DR	If already notified to UPSC Reference No.& date	If not, probable date of notification to UPSC

/ BY ORDER /


(M. KANNAN) 25/01/24

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Head of Departments.

Copy to:

1. The Commissioner-cum-Secretaries / All Secretaries to Government, Puducherry.
2. The Secretary to Lieutenant Governor, Puducherry.
3. The OSD to Chief Minister / Home Minister / Public Works Minister / Civil Supplies Minister, Puducherry.
4. The Private Secretary to Chief Minister / Speaker / Sr. P.A. to Deputy Speaker, Puducherry.
5. The Collector, Karaikal ; Regional Administrator, Mahe / Yanam.
6. The Director of Accounts and Treasuries, Puducherry.
7. The Private Secretary to Chief Secretary, Puducherry.
8. Stock File / C.R.B.

No.39022/02/2023-Pers. Policy (B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Dated the 7th November, 2023



OFFICE MEMORANDUM

Subject: Submission of proposals for recruitment to Union Public Service Commission (UPSC) on annual basis - reg.

The undersigned is directed to say that the Union Public Service Commission (UPSC), makes selections, *inter-alia*, by Direct Recruitment through interviews, and; in the process, if the situation so demands, also conducts Recruitment Tests to shortlist/limit the candidates, to be called for interview.

2. Every year, the Commission receives a large number of requisitions from various Ministries/Departments, on piecemeal basis, for filling up various posts under their purview. Also, vacancies in different disciplines like Medical, Engineering, Law, Administration discipline etc. are reported at different times of the same year. Since each of the proposals has to be advertised and processed separately, the Commission has to undergo the entire recruitment process which consumes a lot of time and energy.

3. In view of the above, it is advised that the indenting Ministries/Departments may send their consolidated requisition to the Commission in respect of all the vacancies in a single or different stream (s), as the case may be, for a calendar year (incorporating both the existing as well as the anticipated vacancies), by 31st March of the concerned year. Time schedule to be adhered to by the indenting Ministries/Departments for this purpose is enclosed (Annexure-I). Such reporting will;

- i. Enable the Commission to work out plan, including plans for holding of Recruitment Tests.
- ii. Do away with the necessity of processing individual requisitions on piece meal basis which will save a lot of time and energy of UPSC
- iii. Enable the Commission to plan its recruitment activities for a particular period or for full year well in advance, which will result in efficient conduct of examination and early processing of results.
- iv. After receipt of consolidated requisitions, the Commission will strive to complete the recruitment process, and make recommendations within nine months of reporting of vacancies.

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4. The indenting Ministries/ Departments are advised to submit the requisitions, to the Commission, complete in all respects, well before or by the date indicated in the Schedule (Annexure-1). While finalizing their consolidated indent, they may ensure that:

- i. The requisitions is in consonance with the 'Check List' (Annexure-II)
- ii. The Recruitment Rules have been updated in accordance with the existing instructions and the requisitions proposed to be submitted are in accordance with the updated Recruitment Rules for each category of post.

5. All the Ministries/ Departments are, therefore, requested to anticipate and work out the vacancies likely to occur in a year, well in advance and send the requisitions, complete in all respects, to the Commission by the date stipulated in the Time Schedule.

Jas

(Jasmine)

Under Secretary to the Government of India

Tel. No.: 23092508

To

✓ All the Ministries/ Departments of the Government of India.

Copy to:

The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi. w.r.t letter no. 8/42/2023-R(C4P). Dated 30-10-2023

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(G. RATHINAVELOU)
SUPERINTENDENT (CCD)