Union Public Service Commission

(Recruitment Rules Branch)

File Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diary No.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** & Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Officer dealing with the Case: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check list for referring RR proposals to U.P.S.C**

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| *Sl. No.* | *Details* | *Reply of Dept.* |
| 1 | If the proposal is for framing RRs:- |  |  |  |
| (a) | Whether order regarding creation of post enclosed? |  |  |  |
| (b) | Whether signed copy of Annexure-II attached? |  |  |  |
| ( c ) | Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission? |  |  |  |
| (d) | If yes, please give the reference number and date of UPSC letter under which the approval of the Commission was conveyed to the Ministry. |  |
| ( e ) | In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation? |  |  |  |
| 2 | If the proposal is for amendment of existing RRs:- |  |  |  |
| (a) | Whether copy of existing RRs attached? |  |  |  |
| (b) | Whether signed copy of Annexure-III attached? |  |  |  |
| (c) | Whether reasons for amending the RRs specified? |  |  |  |
| (d) | Whether recruitment to the post had become infructuous or been found difficult in the past, and if so, whether it was due to any provisions of the existing RRs? |  |  |  |
| (e) | If yes, whether the details regarding such infructuous cases have been provided? |  |  |  |
| (f) | Whether earlier reference No. of the Commission intimated |  |  |  |

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| 3 | If the proposal is for deciding the method of recruitment as a one time measure, pending finalisation of RRs:- |  |  |  |
| (a) | Whether the information in the prescribed proforma has been furnihsed? |  |  |  |
| (b) | Whether the status of framing the RRs of the post has been indicated? |  |  |  |
| (c) | In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed? |  |  |  |
| 4 | Whether the draft 13-column schedule attached? |  |  |  |
| 5 | Whether the draft covering notification attached? |  |  |  |
| 6 | If the proposal is from a Ministry/Department:- |  |  |  |
| (a) | Whether DOP&Trg. had approved the proposal? |  |  |  |
| (b) | Whether copies of the notes exchanged with DOP&Trg. attached? |  |  |  |
| (c) | Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt of India? |  |  |  |
| (d) | If answer to c) is yes, by whom : Minister-in-Charge/ Secretary/ Joint Secretary in the Ministry? (Kindly refer to Clause 2.1.1 of DoPT Circular) |  |
| 7 | If the proposal is from a UT Admn.:- |  |  |  |
| (a) | Whether framing/amending the RRs is within the delegated powers of the Administrator/Lt.Governor of the UT? |  |  |  |
| (b) | If not, whether the proposal has been forwarded through the nodal Ministry? |  |  |  |
| 8 | If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority? |  |  |  |
| 9 (a) | Whether the RRs are being framed/amended to implement the judgement/directions of any court/Tribunal? |  |  |  |
| (b) | Whether any court case is involved |  |  |  |
| (c) | Whether the details of the court case(s) have been given as per the attached proforma? |  |  |  |

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| 10 | Whether the detailed list of duties attached to the post attached? |  |  |  |
| 11 | Whether the detailed list of duties attached to the feeder post attached? |  |  |  |
| 12 | Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached? |  |  |  |
| 13 | In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furished? |  |  |  |
| 14 | Whether alongwith promotion, deputation has been proposed under the "failing which" clause? |  |  |  |
| 15 | In case the post/feeder post was re-designated, whether copy of order reg. redesignation of the post attached? |  |  |  |
| 16 | In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation/abolition of posts, as the case may be, attached? |  |  |  |
| 17 | In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached? |  |  |  |
| 18(a) | Whether it has been ensured the educational qualifications and experience proposed for direct recruitent/deputation match with the duties and responsibilities of the post? |  |  |  |
| 18(b) | Whether age limit prescribed is in order |  |  |  |
| 18 (c) | Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method |  |  |  |
| 19 | Whether direct recruitment proposed under the failing which clause alongwith promotion is in order? |  |  |  |
| 20 | Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE) |  |  |  |

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| 21 | Whether the term 'or equivalent' has been avoided in the clause relating to educational qualifications for direct recruits/deputationists in accordance with para 3.8.1 of the DOP&Trg. Guidelines dated 31.12.2010? |  |  |  |
| 22 (a) | In case EQ of direct recruits are being modified and are to be applied to promotees, whether safeguards provided for feeder grade incumbents? |  |  |  |
| (b) | Whether as as per guidelines Eqs are to be insisted upon for promotees |  |  |  |
| (c) | Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above). |  |  |  |
| 23 (a) | Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular) |  |  |  |
| (b) | If not, the reasons for proposing higher promotion quota has been given? |  |  |  |
| (c) | Has composite method been proposed in cases where the firm strength of the feeder post is only one? |  |  |  |
| (d) | Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed? |  |  |  |
| (e) | If yes, whether the reasons stated? |  |  |  |
| (f) | Certificate to the effect that feeder post has no other promotional avenues |  |  |  |
| 24 (a) | Whether a provision for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col. (11)? |  |  |  |
| (b) | If no, reasons furnished? |  |  |  |
| (c) | If the qualifying service required for promotion is proposed to be enhanced on account of the revised guidelines of DOP&Trg., whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.(11)? |  |  |  |
| 25(a) | If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms? |  |  |  |
| 25(b) | Whether short-term contract also included |  |  |  |

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| 25(c) | Whether along with promotion, deputation has been prescribed under the failing which clause. |  |  |  |
| 26 (a) | If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated? |  |  |  |
| (b) | Whether absorption has been included as a method of recruitment? |  |  |  |
| ( c ) | If so, whether it has been provided that officers of only Central/State Governments shall be eligible for consideration for absorption? |  |  |  |
| (d) | Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption? |  |  |  |
| 27 (a) | Whether direct recruitment has been proposed? |  |  |  |
| (b) | If yes, whether promotional avenue is available for direct recruits? |  |  |  |
| 28(a) | If direct recruitment/absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified? |  |  |  |
| 28(b) | Composition of DPC intimated |  |  |  |
| 29 (a) | Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post? |  |  |  |
| (b) | If yes, please mention the name of the recruiting agency |  |
| (c) | If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached? |  |  |  |
| 30 | Certificate to the effect that the draft RRs have been uploaded on the website of the concerned Ministry/ Department for 30 days, seeking comments of the stake holders be enclosed. |  |  |  |

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