

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

No.M-13/1445/2025/DPAR/SS-I(3)(52087)

Dated: 15.10.2025

I.D. NOTE

Sub: Submission of proposals for recruitment to UPSC on annual basis – Reg.

Ref: Letter dated 18.09.2025 from the Secretary, UPSC, New Delhi.

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A copy of the letter cited on the subject mentioned above which is self-explanatory is forwarded herewith with a request to strictly adhere to the prescribed timelines in submission of recruitment proposals to UPSC.

**Digitally signed by
Jaisankar Venkatraman
Date: 15-10-2025
19:48:26
(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT**

To
All HODs, Puducherry.

Copy to:

All Secretaries to Government- for information

शशि रंजन कुमार
Shashi Ranjan Kumar



सचिव
SECRETARY
संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
धौलपुर हाऊस, शाहजहाँ रोड
Dholpur House, Shahjahan Road
नई दिल्ली-110069
New Delhi-110069

Please include this in next Secy's Meeting and circulate to all Dep'ts for required action.
D.O. No. 8/42/2023-R(C&P)

18th September, 2025

Dear Colleague,

Kindly refer to the DOP&T's O.M.No.39022/02/2023-Pers. Policy(B) dated 07.11.2023 (copy enclosed) for submission of proposals for recruitment to UPSC on annual basis.

2. I would like to bring to your kind attention that the Commission follows a methodical approach wherein it accepts comprehensive requisitions for direct recruitment through selection from all Ministries/Departments between January 1st and March 31st of a calendar year, under a Single Window System.

3. The next cycle for submission of requisitions will commence on January 1, 2026, and will remain open until March 31, 2026. All indenting Ministries/Departments are, therefore, requested to strictly adhere to the prescribed timelines and ensure that the requisitions are submitted in time complete in all respects. It may kindly be noted that the Commission may not be in a position to accept any requisitions beyond March 31, 2026 during the calendar year.

With regards,

O/o. THE SECRETARY
CHIEF SECRETARIAT, PUDUCHERRY
PERS / GAD / LAD / VIG
TCP / HSG / SS / (HOME / CCD)

Receipt No: 6677/secy (Per)
Received on: 25 SEP 2025
Despatched on: 29 SEP 2025

Yours sincerely,

(Shashi Ranjan Kumar)

To

The Head of Department
(As per list)

OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY

Tapal No.: 622/2
Received on: 24/09/2025
Despatched on: 24 SEP 2025

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

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and TrainingNorth 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



(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. *with letter no - 8/42/2023-R(C+E) dated 30.10.2023*

Annexure - I**Schedule for Direct Recruitment through Selection**

Milestones	Timelines
Submission of requisition in UPSC-33 proforma	By 31 st March
Settling deficiencies in requisitions pointed out by UPSC	By 15 th April
Publication of Advertisement	30 days (from acceptance of requisition)
Closing date of applications	By 30 th June
Holding of RTs	From August to October
Interviews	From July to November
Declaration of final result	From July to December

Requisition for Recruitment by Selection-Check-List

Sl. No.	Information to be provided	Item No.	Yes/No
1.	Whether the requisition has been submitted in the prescribed proforma?		Yes/No
2.	Whether requisition has been signed in original showing the name, designation and telephone number of the requisitioning authority?		Yes/No
3.	Whether the Requisitioning Authority is empowered by the Administrative Ministry/Department to place the Requisition with the UPSC directly?	1	Yes/No
4.	If yes, whether the relevant document/order has been enclosed?	1	Yes/No
5.	Whether brief particulars of the post have been given in the required format about designation, pay scale & total Emoluments (excluding HRA & CCA), Group & Service Cadre and total number of posts sanctioned (permanent and temporary) have been indicated as per Recruitment Rules?	2	Yes/No
6.	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included as per MHA OM No. 9/21/68-RPS dated 10.06.1969 read with OM. No. 23/38/69-Estt (B) dated 13.03.1969 and subsequent amendments/instructions thereto/thereunder?	3	Yes/No
7.	Whether the reservation for SC, ST, OBC and EWS has been worked out on the basis of general principles for making and operating post-based reservation roster as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.1997, and newly recast group wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, as mentioned in para 6 of DOP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019?	3	Yes/No
8.	Whether the requisition has been placed after scrutiny of all direct recruitment vacancies and enforcing the reduction as per procedure given in the DOP&T OM No. 2/8/2001-PIC, dated 16.05.2001, if the date of occurrence of vacancies is prior to 31.03.2009?	3	Yes/No

9.	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?	3	Yes/No
10.	Whether the requirements of the Rights of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with benchmark disabilities have been taken care of while sending this requisition?	3	Yes/No
11.	Whether the suitability and reservation for persons with benchmark disabilities has been considered/ worked out on the basis of DOP&T OM No. 36035/02/2017-Estt (Res) dated 15/01/2018, and have taken notice of amendments/reviews made from time to time by the Department of Empowerment of Persons with Disabilities (Ministry of Social Justice and Empowerment) in respect of identification of posts suitable for Persons with Benchmark Disabilities?	3	Yes/No
12.	If the vacancies are being requisitioned on temporary basis, whether such vacancies would exist for more than three years as per M/o Home Affairs OM No. F.2/4/67-Estt.(B) dated 08.06.1967 and subsequent amendments / instructions thereto / thereunder ?	4	Yes/No
13.	Whether the details of Court cases/litigation/decisions have been mentioned along with impact, if any?	5	Yes/No
14.	Whether it has been certified under NOTE that the details of court cases, if any, arising after sending the requisition and effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail?	5	Yes/No
15.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification, review etc. have been mentioned completely?	6 & 7	Yes/No
16.	Whether certified copy of notified Recruitment Rules/ Service Rules have been enclosed?	6	Yes/No
17.	Whether the vacancies to be filled come under Direct Recruitment quota as per the notified Recruitment Rules?	8	Yes/No
18.	If the present requisition for direct recruitment is on account of some other method of recruitment having failed, whether the reference number and date of the Commission advice to the Ministry/Department to resort to direct recruitment has been indicated and a copy of the same has been enclosed?	9	Yes/No

19.	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?	10	Yes/No
20.	In case, the above indicated Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided in consultation with the Commission?	10	Yes/No
21.	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly in consultation with the Commission?	10	Yes/No
22.	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt. of India on the subject?	11	Yes/No
23.	In case, the Age relaxation under any Specific provisions/ Special circumstances/ Court orders have been indicated, whether the copies of notes/ correspondence/ decision obtaining prior concurrence of the DOP&T/ Home Ministry and prior consultation with the Commission have been enclosed?	11	Yes/No
24.	Whether the Period of Probation, Place of Posting and other details etc. are as per Notified Recruitment Rules/ Service Rules and extant instructions of Govt. of India on the subject?	12 & 14	Yes/No
25.	Whether duties have been indicated in brief not exceeding 40 words?	13	Yes/No
26.	Whether information on any other requirement or conditions not covered above has been given, if any?	16	Yes/No
27.	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including infertuous case) has been indicated?	17	Yes/No
28.	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?	17	Yes/No

29.	Whether the name, address & telephone number of the Ministry's Representative with whom the proposal (s) is to be discussed has been indicated?	18	Yes/No
30.	Whether the clauses which are not applicable have been crossed?	19	Yes/No
31.	Whether No Objection Certificates have been obtained from the Surplus Cell of the DOP&T (now designated as Division of Retraining and Redeployment) and the Director General (Resettlement), M/O Defence, and placed as annexure to this requisition?	19	Yes/No
32.	Whether all required relevant certificates have been enclosed along with the requisition?	19	Yes/No
33.	Whether the name of the officer not below the level of Joint Secretary/Additional Secretary concerned, who has approved the requisition, has been indicated?	19	Yes/No