

3

Union Public Service Commission : Recruitment Rules Branch

Proposal for Framing / Amendment of Recruitment Rules for the post of

File Ref. No. _____

Diary No. _____ dated _____

Sl. No.	Documents Required	Pages From	Pages To
1	Self contained covering letter		
2	Check List in which details to be furnished to UPSC		
3	Annexure – I (draft 13-column Schedule of the proposed RR)		
4	Draft covering notification		
5	Annexure – II (Proforma to be filled up in case the proposal is for framing of new RRs)		
6	Annexure – III (Proforma to be filled up in case the proposal is for amendment of existing RRs)		
7	Authenticated copy of approval of the competent authority		
8	Authenticated copy of notes exchanged with DoP&T		
9	Authenticated copy of draft schedule corrected and approved by DoP&T		
10	Authenticated copy of existing notified RRs of the post (in case the proposal is for amendment of existing RRs)		
11	Authenticated copy of existing notified RRs of the feeder post and other lower posts in the hierarchy (in case promotion is a method of recruitment)		
12	Authenticated copy of Order regarding creation of post (in case the proposal is for framing of RRs)		
13	Authenticated copy of order regarding creation of additional post/abolition of post (in case there is a variation in the number of post).		
14	Authenticated copy of Order regarding re-designation/merger/upgradation of post (if applicable)		
15	Hierarchy Chart showing sanctioned strength and pay scale of each post		
16	Authenticated copy of Seniority List(if applicable)		
17	Duties of the post		
18	Duties of the feeder post		
19	Statement showing Court / CAT case details		
20	Total pages enclosed as correspondence		

ANNEXURE-1 (FORMAT OF 13 COLUMN SCHEDULE)

1	2	3	4	5	6	7
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct rectt. recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment

(7)

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

New Sl. No.	Details	Reply of Deptt		
1	If the proposal is for framing RRs:-			
(a)	Whether order regarding creation of post enclosed?	Yes	No	NA
(b)	Whether signed copy of Annexure-II attached?	Yes	No	NA
(c)	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes	No	NA
(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 ?	Yes	No	NA
2	If the proposal is for amendment of existing RRs:-			
(a)	Whether copy of existing RRs attached ?	Yes	No	NA
(b)	Whether signed copy of Annexure-III attached?	Yes	No	NA
(c)	Whether reasons for amending the RRs specified?	Yes	No	NA
(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?	Yes	No	NA
(e)	If yes, whether the details regarding such infructuous cases have been provided?	Yes	No	NA
(f)	Whether earlier reference No. of the Commission intimated	Yes	No	

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 furnished?	Yes	No	NA
(b)	Whether the status of framing the RRs of the post has been indicated?	Yes	No	NA
(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?	Yes	No	NA
4	Whether the draft 13-column schedule attached?	Yes	No	NA
5	Whether the draft covering notification attached?	Yes	No	NA
6	If the proposal is from a Ministry/Department:-			
(a)	Whether DOP&Trg. had approved the proposal?	Yes	No	NA
(b)	Whether copies of the notes exchanged with DOP&Trg. attached?	Yes	No	NA
(c)	Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt of India?	Yes	No	NA
(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?	Yes	No	NA
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?	Yes	No	NA
9 (a)	Whether the RRs are being framed/amended to implement the judgement/directions of any court/Tribunal?	Yes	No	NA
(b)	Whether any court case is involved	Yes	No	NA
(c)	Whether the details of the court case(s) have been given as per the attached proforma?	Yes	No	NA
10	Whether the detailed list of duties attached to the post attached?	Yes	No	NA

11	Whether the detailed list of duties attached to the feeder post attached?	Yes	No	NA
12	Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached?	Yes	No	NA
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 furnished?	Yes	No	NA
14	Whether alongwith promotion, deputation has been proposed under the "failing which" clause?	Yes	No	NA
15	In case the post/feeder post was re-designated, whether copy of order reg. redesignation of the post attached?	Yes	No	NA
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?	Yes	No	NA
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?	Yes	No	NA
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?	Yes	No	NA
18(b)	Whether age limit prescribed is in order	Yes	No	NA
18 (c)	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	Yes	No	NA
19	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	Yes	No	NA
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)	Yes	No	NA
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?	Yes	No	NA

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?	Yes	No	NA
(b)	Whether as as per guidelines Eqs are to be insisted upon for promotees	Yes	No	NA
(c)	Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above)	Yes	No	NA
23 (a)	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular)	Yes	No	NA
(b)	If not, the reasons for proposing higher promotion quota has been given?	Yes	No	NA
(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?	Yes	No	NA
(e)	If yes, whether the reasons stated?	Yes	No	NA
(f)	Certificate to the effect that feeder post has no other promotional avenues	Yes	No	NA
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)?	Yes	No	NA
(b)	If no, reasons furnished?	Yes	No	NA
(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)?	Yes	No	NA
25(a)	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes	No	NA
25(b)	Whether short-term contract also included	Yes	No	NA
25(c)	Whether along with promotion, deputation has been prescribed under the failing which clause.	Yes	No	NA
26 (a)	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated?	Yes	No	NA

(b)	Whether absorption has been included as a method of recruitment?	Yes	No	NA
(c)	If so, whether it has been provided that officers of only Central/State Governments shall be eligible for consideration for absorption?	Yes	No	NA
(d)	Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption?	Yes	No	NA
27 (a)	Whether direct recruitment has been proposed?	Yes	No	NA
(b)	If yes, whether promotional avenue is available for direct recruits?	Yes	No	NA
28(a)	If direct recruitment/absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	Yes	No	NA
28(b)	Composition of DPC intimated	yes	No	NA
29 (a)	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	Yes	No	NA
(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?			

ANNEXURE – 2

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	a) Name of the posts	
	b) Name of the Ministry/Department	
	c) Number of Posts	
	d) Scale of pay	
	e) Class and service to which the posts belong	
	f) Ministerial or non-Ministerial of F.R. 9 (17)	
2	Appointing Authority	
3	Duties of the post in detail	
4	Describe briefly the method (s) adopted for filling the posts hitherto	
5	Methods of recruitment proposed	
6	If promotion is proposed as a method of recruitment-	
	a) Designation and number of the posts proposed to be included in the field of promotion.	
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	c) percentage of vacancies in the grade proposed to be filled by promotion	
	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	
	ii) Please state briefly the educational	

	qualifications possessed by the persons in the field of promotion.	
	iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	
	f) (i) Is the promotion to be made on selection or non-selection basis?	
	ii) Reasons for the proposal (i) above	
	g) If a DPC exists, what is its composition.	
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8	If direct recruitment is proposed as a method of recruitment please state	
	a) The percentage of vacancies proposed to be filled by direct recruitment.	
	b) Indicate if there are any promotional avenues for the direct recruits?	
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	
	d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable	
	e) Whether essential qualifications to be prescribed are in accordance with any Act (S)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act (s)	

	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable / possible / necessary.	
10	i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	b) The percentage of vacancies proposed to be filled by this method.	
	c) The period to which deputation will be limited.	
	d) The names of the posts of grades or services etc. from which deputation/absorption is proposed	
12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or with in the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13	a) Special circumstances, If any, other then those covered by the rules, in which the Commission may be required to be	

	consulted.	
	b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals
Telephone No.

Place:-

Date:-

Annexure - 3**Form to be filled by the ministry/Department while forwarding proposal to UPSC while proposing amendment to existing recruitment rules**

1.	Name of Post	
2.	Name of the Ministry/Department	
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	

Sl. No	Name	Provision in the existing/approved Rules	Revised Provision proposed	Reasons for proposing revision
1.	2.	3.	4.	5.
1	Name of the post			
2	No. of posts			
3	Classification			
4.	Scale of Pay			
5.	Selection or Non-Selection			
6.	Age limit for direct recruitment			
7.	Educational and other qualifications for direct recruitment			
8.	Whether educational			

	qualifications and age limit prescribed for DR will apply to promotes			
9.	Period of Probation, if any			
10.	Method of recruitment Whether by DR or by promotion/deputation /absorption and percentage of the vacancy to be filled by various method.			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made			
12.	If Departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

Union Public Service Commission : Recruitment Rules

DETAILS OF COURT CASES (Refer Col.9 of the Check List)

S.No.	Item	Details
1	Case No.	
2	In which court/CAT the case was filed:	
3	Name of Petitioners	
4	Name of Respondents	
5	Date of filing of the OA/W.P./Contempt Petition by the applicant/petitioner:	
6	The details of the relief sought in the O.A/W.P./Contempt Petition, as the case may be:	
7	Date of filing reply/counter affidavit by the Ministry	
8	Details of the reply/counter affidavit filed by the Ministry	
9	Details of interim judgement, if any:	
10	Date of last hearing	
11	Date of next hearing	
12	Details of final judgement, if any.	
13	Time limit for implementing the judgement	
14	How the judgement is proposed to be implemented?	
15	Details of directions given by the Court specifically to the Commission alongwith the time limit given for implementing the directions.	

**Compendium of
Frequently Asked Questions on
Recruitment Rules**

DISCLAIMER

This compilation of Frequently Asked Questions (FAQs) has been published for general guidance, information, and assistance of users. The information contained herein is general in nature and is by no means exhaustive, and is not in the nature of legal or statutory opinion, advice, interpretation or authority on the issues involved. The Rules, Procedures, and Guidelines cited may be changed or modified over time, and for any clarification, the respective Rules made by the Competent Authority or orders of the Department of Personnel and Training, Government of India or may be referred to. Under no circumstances shall the Union Public Service Commission be liable for any liability, loss, damage, or expense incurred or suffered that is claimed to have resulted from the use of material contained in this compilation, including, without limitation, any error or omission with respect thereto.

1. What is Recruitment and what are Recruitment Rules?

Recruitment is the process of selection of incumbents to a designated post and Recruitment Rules are the provisions prescribed under the Statute, for executing the same. The UPSC is required to advise upon the Recruitment Rules for various Civil Posts which are mandated to it, under the Constitution of India or a specific Act governing an autonomous organization.

2. What is the difference between Recruitment Rules & Service Rules?

Service Rules are required to be framed for defined Organized Service(s) to the Union of India. The Service Rules are comprehensive statutory documents, which include specifications with regard to,

- a. Title and definitions
- b. Authorized strength & grade(s)
- c. Initial constitution and future definition
- d. Seniority, qualifying service for promotion, probation & method of recruitment
- e. Liabilities and disqualification
- f. Relaxation provisions
- g. Savings clause

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Recruitment Rules are required to be framed for all Civil posts of a permanent nature. Furthermore, the Recruitment Rules do not contain many Clause(s) of Service Rules of Organized Service(s).

3. Why are Recruitment Rules required to be framed?

The Recruitment Rules are required to be framed for every post, in order to ensure probity and transparency in the process of Recruitment. They specify the provisions under various Columns, which are required to be adhered to and cannot be changed once the process of Recruitment has been initiated.

4. For what kind of posts are the Recruitment Rules required to be framed?

The Recruitment Rules are required to be framed for all posts which have been created and last for a period beyond one year. (In other words, the Recruitment Rules are mandatorily required to be enacted for all posts of a permanent nature.)

5. What kind of posts are exempted from the purview of mandatory consultation with the UPSC?

The Civil Posts (Classified as Group A & Group B) in the Union of India/ Union Territories of India, which are specifically exempted and included under the UPSC (Exemption from Consultation)

Regulations, 1958, are exempted from the purview of mandatory consultation with the UPSC for the purpose of framing or amendment of Recruitment Rules.

6. Which autonomous Organizations are required to consult the UPSC for framing of Recruitment Rules to posts under their jurisdiction?

In accordance with the mandate assigned under Article 321 of the Constitution, the Organizations, established under an Act of the Parliament, where the requirement of mandatory consultation with the UPSC is specified under a designated Section of the Act, are required to seek the Advice of the UPSC for purpose of framing or amendment of Recruitment Rules to Group A & Group B Civil Posts under their organization(s). Examples of such organizations are :- the New Delhi Municipal Council, Municipal Corporation of Delhi, Employees State Insurance Corporation, Employees Provident Fund Organization, Delhi Jal Board, etc.

7. Why are Recruitment Rules required to be amended periodically?

Recruitment Rules prescribe various specifications relating to classification of post, pay structure (grade pay), method of recruitment, composition of various Committee(s), essential qualifications & consultation process with the UPSC. The said

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information is based upon extant Guidelines of the DoP&T and Government of India, which are revised based upon inputs like the Pay Commission Recommendations etc. Furthermore, the change(s) in the cadre structure and essential qualifications to a given post etc., also require due amendments in the specific column(s) of the Recruitment Rules. Due to these reasons, the Recruitment Rules are required to be amended every five years, in compliance of the said Guidelines of the DoP&T.

8. Who are the stakeholders involved in framing / amendment of RRs?

- a. The draft for a proposal for framing of Recruitment Rules is initiated by the Administrative Ministry, which controls the designated post. Approval of the Competent Authority in the Ministry concerned is required, in accordance with the DoP&T guidelines. The Competent Authority can delegate the specified power(s).
- b. Necessary approval for creation of a given post is required from the Department of Expenditure / Cabinet in terms of guidelines of the Department of Expenditure.
- c. Consequent upon the said approval, the proposal is required to be submitted to the DOP&T for concurrence.
- d. The UPSC is required to be consulted for necessary approval to the given Recruitment Rules after the concurrence of the

DOP&T has been acquired. The advice of the UPSC is rendered through an Advice Letter addressed to the Ministry / Organization concerned.

- e. The Schedule Recruitment Rules are then required to be got vetted from the Ministry of Law & Justice.
- f. Subsequently, the Recruitment Rules are required to be notified in the Official Gazette of the Government of India in order to be considered as a statutory document for the purpose of Recruitment to the relevant post.

9. What is the 'Savings Clause' in terms of the Recruitment Rules?

The Recruitment Rules, as framed and notified, should be in compliance with the

- a. Policy of reservation in recruitment,
- b. Relaxation(s) in age limit and other concessions required to be provided to various special category(s) of applicants based upon the extant Guidelines & Policy(s) of the Government of India.

10. What is the Single Window System (SWS) for receipt of proposals in the UPSC?

The proposals for framing or amendment of Recruitment Rules, are received in the UPSC under the SWS, wherein a designated Officer of the rank of Under Secretary to the Government of India is authorized to accept the proposal, from a designated Ministry/

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Department. The Ministry(s) / Department(s) are required to designate an Officer not below the rank of Under Secretary to bring the proposal to the Single Window. The said proposal is evaluated through a preliminary scrutiny, based upon a pre-defined Check-list, which specifies the documents and information required to be provided along with a proposal. In case the proposal is found to be incomplete, the reasons thereof are recorded on-the-spot and intimated to the Official from the Ministry / Department concerned for necessary compliance. Only proposals complete in all respects, are accepted and processed by the Commission.

11. What is the new Check-list for the SWS?

The Check-list in use in the SWS has been comprehensively revised. The Check-list incorporates twenty-nine points of evaluation for a given proposal. It has been uploaded onto the Website of the UPSC and is being used for receipt of new proposals with effect from 01.05.2015.

12. What are the common deficiencies observed during the preliminary scrutiny process of proposals in the SWS?

The proposals, which are brought for consideration in the SWS, are generally found to have the following deficiencies:-

- a. Approval of the Competent Authority, authorized to approve the draft proposal, are not enclosed
- b. Relevant document(s) required under the Check-list of the SWS, are not enclosed
- c. Certificate of Court Case(s) (i.e., the proposal being not sub-judice under consideration of any Court), is not enclosed
- d. Inclusion of the word 'equivalence' in the essential qualifications, prescribed for the given post
- e. Use of non-specific domain experience, which could result in difficulty of interpretation during actual process of Recruitment.

13. Who is mandated to prescribe the nomenclature for a particular post for which the Recruitment Rules are being framed?

The designation / nomenclature assigned to a given post is the prerogative of the Organization which controls the post. A similarly designated post may carry different Grade Pay(s). For instance a post designated as a 'Deputy Director' might be an Under Secretary, or a Deputy Secretary or a Joint Secretary level post in different organizations.

14. What is the prescribed quota for promotion posts in the method of recruitment?

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The Guidelines prescribe a pyramid structure in the cadre hierarchy of any organization. The ratio for the promotional post to the feeder grade post is thus prescribed at 1 : 3 where the recruitment is by way of Selection. In case a ratio lower than 1 : 3 is proposed by the Ministry/ Department concerned, specific reason must be incorporated therein.

15. Is the prior approval of the UPSC mandated for de-notification of existing Recruitment Rules?

In case of the Ministry/ Department, which controls the designated post, desires that the Notified Recruitment Rules is to be de-notified or a given post is to be encadred into a specific Organized Service (which requires a change in the method of recruitment to the given post), prior approval for de-notification of the existing Recruitment Rules is required from UPSC.

16. What is the difference between 'Selection' and 'Non-Selection' posts in the Recruitment Rules?

In case the promotion to a given post is based upon merit only, the recruitment is defined to be by way of 'Selection'. In other words, seniority is not given precedence over performance (or grading in the performance reports) for recruitment to the given post. Thus, an incumbent with less qualifying service in the feeder grade can be selected if possessing better performance appraisal vis-à-vis

another who has more qualifying service in the feeder grade but with a lower grade in performance appraisal.

However, when promotion to a post is made on the basis of seniority only subject to the rejection of a pre-defined grade of 'fit' and 'unfit', the process is specified as 'Non-Selection'. In other words, if the grade for 'fit' is defined as 'Very Good' in the Performance Appraisal, the posts to the given Grade shall be filled up from amongst incumbents in accordance to their Seniority in the feeder grade subject to their possessing the performance appraisal defined to be necessary for declaring a candidate as 'fit'.

17. What is the purpose of prescribing 'Qualifying Service' for promotion to the next higher Grade?

Qualifying Service is the minimum residency period prescribed in the Service Rules / Recruitment Rules that an incumbent has to serve in a Grade on a regular basis before being eligible to be promoted to the next higher grade. (The Qualifying Service is based upon the specific period of residency in the feeder grade, which is prescribed by the DoP&T for promotion to the higher grade posts in the hierarchy).

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- 18. What is the protection, that is provided to a incumbent, in the case of increase in qualifying service for promotion to a higher post?**

In case eligibility service for promotion prescribed in the existing rules is enhanced in accordance with a change in the Guidelines, which is likely to adversely affect certain members of the Service or incumbents holding a junior post on a regular basis, a note regarding retention of existing eligibility service in respect of such persons may be inserted in the Rules.

- 19. Why should the Educational Qualifications be specified under the Heading(s) of 'Essential' and 'Desirable'?**

The educational qualifications for any post should be bifurcated clearly between the headings of 'essential' and 'desirable' because the former are the mandatory requirements for determining the minimum benchmark required for consideration to the given post, whereas the latter is the parameter or mechanism used for raising the bar in the process of scrutiny of candidates in a situation where a large number of candidates have applied for a few number of posts. Specific mention amongst the two categories helps in the process of evaluation and in reducing the time in the actual process of recruitment.

- 20. Who is authorized to interpret the 'equivalence' amongst educational qualifications, if the word is mentioned in the Recruitment Rules to a post?**

The Association of Indian Universities or the designated Technical Authority like All India Council for Technical Education / University Grants Commission/ National Council for Technical Education, etc., are the Competent Authority(s) for defining the 'equivalence' of a given educational qualification to the one mentioned in the Recruitment Rules. As prescribed by the DOP&T in its guidelines, the word 'equivalence' is advised not to be used in the RRs for various posts.

- 21. Should acquisition of prescribed educational qualifications be mandated for internal/ promotee candidates for consideration to a higher post?**

The acquisition of a higher educational qualification is sometimes made mandatory for internal candidates also, for their consideration to promotion to a higher post, especially if the given post is technical in nature. In other words, if the post requires use of scientific or technical know-how, the internal candidate is also mandated to acquire the higher educational qualification for being considered 'fit' to the given post.

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- 22. Should the Class/ Division/ Grade be specified in the educational qualifications prescribed for applicants under various methods of recruitment?**

Mention of Class/ Division/ Grade may be avoided for the reason that various Board(s)/ University(s)/ Institution(s) have different benchmarks and parameters for award of marks. However, if the organization controlling the scheme of education for a given stream does require a degree with a specified grade, the same may be recorded. For instance, the norms of UGC/ AICTE/ NCTE etc., provide for specific Grade scores for various academic posts and therefore they may be included in the Recruitment Rules for given posts.

- 23. Should the essential qualifications w.r.t. Educational Qualifications + Experience be different for Direct Recruits and Deputation candidates?**

In case the method of recruitment is a mix of Direct Recruitment & Deputation, the same essential qualifications w.r.t. Educational Qualifications + Experience may be maintained for Direct Recruits and Deputation candidates.

24. What is the Upper Age Limit(s) prescribed for direct recruitment to a given post?

The upper age limit to any given post is based upon the Grade Pay of the said post. The same is defined as follows,

- | | | |
|--|---|----------|
| a. For posts in the GP upto Rs. 4800/= | - | 30 years |
| b. For posts in the GP of Rs. 5400/= | - | 35 years |
| c. For posts in the GP of Rs. 6600/= | - | 40 years |
| d. For posts in the GP of Rs. 7600/= & above | - | 50 years |

However, it is always advisable to prescribe direct recruitment at a level which shall leave adequate number of years of service to an incumbent, so that he is able to contribute his productive knowledge to the organization.

25. Can the upper age limit be relaxed for recruitment to a given post?

The upper age limit may be relaxed up to five years for Government Officials applying for the given post, beyond the age limit prescribed for direct recruits. In the case of recruitment by the method of Direct Open Competitive Examination conducted by UPSC or other agency under the Central Government to the Central Civil Services and Civil posts, the age limit shall be increased by two

Recruitment Rules Branch

years beyond the age limit prescribed for the Category to which the Government Official belongs.

26. Whether any age limit is prescribed for promotion / deputation?

The age limit prescribed for consideration for selection under Deputation has been defined as 56 years.

27. What are the various methods of recruitment prescribed for selection of a candidate to a given post ?

The various methods of recruitment prescribed for recruitment are as follows,

- a. Promotion
- b. Composite Method
- c. Direct Recruitment
- d. Deputation
- e. Deputation Including Short-Term Contract (ISTC)
- f. Absorption
- g. Re-employment of Armed Forces Personnel

The first two methods are termed as 'Internal Methods of Recruitment', since the candidates from within the organization/ cadre are considered for selection to a given post. The remaining five methods are considered as 'External Methods of Recruitment'

since the candidates external to the organization/ cadre are considered for selection to the given post.

- 28. In case of non-availability of adequate number of posts in the feeder grade, how should the method(s) of recruitment be prescribed?**

In case of non-availability of adequate number of posts in the feeder grade, a judicious mix of internal and external methods of recruitment may be prescribed, which may combine the Promotion method with either Deputation/ Deputation (ISTC)/ Direct Recruitment/ Re-employment of Armed Forces Personnel, in order to ensure that no post is left vacant due to non-availability of personnel with requisite essential qualifications.

- 29. Is training mandated to be provisioned for purpose of promotion to next higher grade?**

The Ministry, which controls a given post, may envisage the inclusion of mandatory training before award of promotion to the next higher grade, based upon existing policy guidelines of Government of India. The said provision may be included in the essential qualifications to be possessed by an incumbent before he/ she is considered for promotion to next higher grade.

30. What is the difference between 'Deputation' and 'Deputation (ISTC)' method of recruitment?

Under 'Deputation' method of recruitment, the Officials from the Government of India can apply to a given post. Furthermore, the overall process of recruitment is finalized by the designated Ministry/ Department without any consultation with the UPSC.

Under 'Deputation (ISTC)' method of recruitment, the Officials from State Government(s)/ Administration(s) of Union Territories/ Public Sector Undertakings under the Government/ State-owned Banks/ Authorized Organizations & Recognized Universities, can also apply to a given post. Consultation with the UPSC is mandatory in process of finalization of recruitment to a post which prescribes Deputation (ISTC) as the method of recruitment.

The advantages of the 'Deputation (ISTC)' method of recruitment is that it provides a wider range of applicants to a given post. The chances of the recruitment action being rendered infructuous are minimal. Furthermore, it enables the professional guidance of the UPSC in the finalization of the recruitment to the given post.

31. What is short-term Deputation and when is it to be invoked?

In situations where a post is foreseen to remain vacant for a period of one year or more due to the permanent incumbents to the post being away on account of a certain exigency, like study leave etc., or the method of recruitment is by way of direct recruitment and the organization has found it difficult to fill up the post short-term deputation could be applied to fill up the posts for the intervening period till that time that regular incumbents are found to fill up the same. The method to fill up the same may be prescribed through inclusion of a specific Note in the Recruitment Rules.

32. What is the period of Deputation for various posts?

The period of deputation is based upon the Grade Pay of various posts. For instance, for posts in the GP of Rs. 6600/- and below, the period is prescribed as three years; for posts in the GP of Rs. 7600/- the same is prescribed as four years and for posts in the GP of Rs. 8700/- and above, the period of deputation is 5 years.

33. What is the 'Composite Method' of Recruitment?

The Composite Method of recruitment is applicable wherein the number of posts in the lower/ feeder grade to the number of posts in the promotional/ higher grade is One, thus leaving the ratio for promotion as 1 : 1. In such a situation, the method of recruitment by way of promotion is combined together with another method of

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recruitment (preferably by way of Deputation/ ISTC) in order to enable the selection of best candidate to the higher post.

34. What is the method of recruitment through which Armed Forces Personnel can apply for Civil Posts in the Government?

In certain Civil Posts, the experience of operational and managerial skills possessed by the Armed Forces Personnel could be utilized. In such posts, the method of 'Re-employment of Armed Forces Personnel', who are due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed for the post is included for appointment to the given posts.

35. What should be the method of recruitment for 'isolated posts' in an organization?

A post which does not have any feeder cadre or any further promotional avenue is termed as an 'isolated post'. For filling up the same, the method of Direct Recruitment should not be prescribed for the reason that the incumbent thus selected will not have any promotional avenue and would thus not have adequate motivation for performance over the long-term. Deputation/ Deputation (ISTC)/ Re-employment of Armed Forces Personnel may be the various methods which could be used in such a case.

36. Who is the competent authority to finalize the recruitment to a post by way of method of 'Absorption'?

Absorption is the next derivative applicable where the primary method of recruitment was by way of 'Deputation'. All cases of Absorption for Group A & Group B Civil posts, are required to be submitted to the UPSC for mandatory consultation before the same are finalized, even if the primary method of recruitment by way of Deputation was finalized by the Ministry without consulting the UPSC.

37. What should be the field from which incumbents may be drawn for purpose of filling up the post by way of Deputation, Deputation (ISTC) or Re-employment of the Armed Forces Personnel?

The incumbent who may be made eligible for applying for a given post may be drawn from an analogous post (or a post drawing similar Grade Pay as the post under consideration) and the next below post with a specified minimum regular qualifying service.

38. In case the method of recruitment provides for a primary method and a secondary method under the 'failing which clause', the given post is construed as belonging to which method of recruitment?

In such a situation, the method of recruitment will be considered to belong to the primary method of recruitment. For example, if the

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method is 'Promotion failing which by Deputation', the post is considered as a promotion post for the purpose of determining the ratio of promotion vis-à-vis the feeder grade posts and the structure of the cadre.

39. What is the period of probation for a given post?

The period of probation differs based upon the Classification of a given post. The probation can be for a maximum period of two years. However, the same can be extended by the Competent Authority through a speaking order, citing reasons for the same, which are required to be communicated to the incumbent.

40. Is probation required to be prescribed for contractual or tenure based post(s) or re-employment after superannuation?

Probation is not required to be prescribed for contractual or tenure based or re-employment positions.

41. Would an incumbent be required to undergo a second period of probation while he/ she is promoted from one Group to another Group of posts?

Yes, when the promotion involves movement from one Group (B) to another Group (A) of posts, the incumbent will be required to undergo a second period of probation. However, it may be ensured that the period of probation prescribed for the promotee candidate

is equal to the probation period prescribed for a direct recruit to the given post.

Furthermore, the incumbent is not required to undergo probation when the promotion involves movement within a specified cadre.

42. When is the UPSC involved in the composition of Departmental Promotion Committee(s) for effecting promotion to a given post?

The Hon'ble Chairman/ Hon'ble Member of the UPSC is the Chairman of the designated DPC for effecting promotion to a given post in all cases involving Selection promotions or promotions involving movement from Group B to Group A. The UPSC is not associated in Ad-hoc/ In-Situ promotions to a given post and from a Group A post to posts below the Grade Pay of Rs.7600/-.

43. Can any other Member (from the Ministry/ Department) replace the Member mentioned in the DPC, as specified under the Recruitment Rules?

The DPC should comprise of minimum three members, with specific mention of the designation of the Members comprising the DPC. The members cannot be replaced by any other member/ official from the Ministry/ Department concerned, unless otherwise included in the notified Recruitment Rules.

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44. Is the UPSC required to be consulted in the Departmental Confirmation Committee for confirmation of incumbents to a given post?

The UPSC is not required to be involved in the DCC for confirmation of incumbents (for considering confirmation) in cases where the method of recruitment includes direct recruitment / absorption / re-employment of Armed Forces Personnel.

45. Under which circumstances is the UPSC required to be consulted in the process of recruitment?

UPSC is required to be consulted in the following cases:-

- a. Direct recruitment to all Group 'A' Central Civil Services/posts and Group 'B' Gazetted Central Civil services/Posts
- b. Appointment to Group 'A' & Group 'B' posts through any of the following methods :-
 - i. Re-employment of Armed Forces Personnel
 - ii. Absorption
 - iii. Deputation (ISTC) method of recruitment
 - iv. Composite method of recruitment
- c. Promotion from Group 'B' to Group 'A' posts
- d. Relaxation or amendment of any provision(s) of the Recruitment Rules

- 46. In case(s) where the field for selection includes incumbents currently serving in Group B positions, and the post resides in Group A, with the method of recruitment being by way of Deputation, would the UPSC be involved in the process of mandatory consultation ?**

Even if the method of recruitment is only 'Deputation from amongst officials of the Government of India', which ordinarily will not require consultation with the UPSC, in case the applicants to the given post come from a Group B position, consultation with the UPSC will be mandatory before finalization of the recruitment to the given post.

- 47. Can recruitment to a given post be done in the absence of Notified Recruitment Rules to the given post?**

In case of newly created/ sanctioned posts, wherein Recruitment Rules are not yet in place, the recruitment to the given post(s) could be done by seeking approval for one-time method of recruitment from the UPSC. This method of recruitment can be utilized for filling up the post on the first occasion only and cannot be used subsequent to the initial utilization.

- 48. What is the timeline to clear RR proposals by the UPSC?**

As per DOP&T Guidelines, where all documents / information necessary for consideration of the proposal has been given, it should be possible for the Commission to convey their advice

ordinarily within four to five weeks. However, upon receipt of the complete proposal in the Commission, the Commission normally tenders its advice within 21 days.

49. What is the prescribed time-frame within which the Recruitment Rules advised upon by the UPSC, should be Notified by the Ministry/ Department concerned?

The Recruitment Rules, as advised upon by the UPSC, should be notified within ten weeks of the receipt of the Advice of the UPSC by the Ministry/ Department concerned. Consequent upon the Rules being published in the Gazette, a copy of the same is provided to the UPSC for record. Cases, which are not reported post Notification are mentioned in the Annual Report of the UPSC, which is placed before the Parliament.

50. What are the advantages of timely notification of the Recruitment Rules by the Ministries/ Departments concerned?

A Recruitment Rule is a statutory document, which forms the basis for recruitment to a given post only after the same has been notified in the official Gazette. Therefore, the advantages of the revised provisions as incorporated in the Recruitment Rules can be availed, only if the Advice of the UPSC is notified on time by the Ministry/ Department concerned.

51. Who is authorized to allow relaxation in the Recruitment Rules to a given post?

Relaxation is allowed for a class or category of incumbents and not to a particular individual. Such provisions of recruitment, qualifying service, essential qualifications, etc., are provided for with prior approval of the DOP&T in due consultation with the UPSC.

(Sanjay Varma)
Joint Secretary (RR)
1st June, 2016

Union Public Service Commission

Ref. No. 2/85/2015-RR

Sub : Compendium of Group A and Group B posts in the Government of India wherein Recruitment Rules are framed/ amended in Consultation with the UPSC – reg.

1. Consultation with the Commission

According to the DoP&T Office Memorandum No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010, the Union Public Service Commission is mandatorily required to be consulted for the purpose of framing and subsequent amendment of Recruitment Rules for any Group A and Group B post under the Government of India, Union Territories of India and certain Autonomous organizations like the EPFO, ESIC, NDMC, Delhi Jal Board, MCDs, etc.

The posts in the Grade Pay of Rs. 4200/= and above are thus categorized for the purpose of mandatory consultation with the Commission for the purpose of finalization of their Recruitment Rules.

2. Significance of regular review of Recruitment Rules.

The Guidelines of DoP&T stipulate also proposes that the Recruitment Rules for a given post, should be reviewed every five years. Review of Recruitment Rules ensures the following advantages to the organization and members of the Cadre,

- i. It helps in giving an updated framework to the overall human resource policy for the organization.
- ii. It provides the necessary balance in suggesting the internal and external methods of recruitment.

Union Public Service Commission

- iii. It specifies the requisite aspects wherein the Commission will be mandatorily required to be consulted by the Ministry concerned, before the finalization of recruitment to a given post.
- iv. It helps in planning for succession in an organization/ cadre so that the sanctioned posts are not left vacant due to non-availability of incumbents to the posts.
- v. It helps in providing the transparency and probity to the recruitment process.
- vi. It helps in standardizing the recruitment rules for similar posts/ posts with same type of job description in various organizations, by providing inputs recorded thereto based upon the model Recruitment Rules suggested by the DoP&T.
- vii. It helps in formulation of templates/ standardized inputs for various posts/ Services in order to eliminate discretion in the process of recruitment.
- viii. It helps in provision of better cadre management and thus enables the members of a cadre/ organization to avail promotion/ training/ other benefits as per the extant guidelines.
- ix. It helps in reducing the infructuous cases in the process of recruitment.
- x. It helps in defining the correct balance of essential and desirable qualifications based upon the environmental inputs in relation to the educational qualifications on offer in various Universities/ Institutes.

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- xi. It helps in reduction in the scrutiny time in the recruitment process since the Recruitment Rules thus being referred do not contain any clause(s) which are difficult to interpret or understand.
- xii. It helps in increasing the number of applicants for a given post by allowing the job description associated with the post being in synchronization with the qualifications associated to the post.
- xiii. It helps in reducing the process of judicial scrutiny, which normally is associated when the Rules are not being reviewed on a timely basis.
- xiv. It helps in definition of the right composition of various promotion and confirmation Committee(s) as are required to be mentioned in the Schedule of Recruitment Rules.
- xv. It helps in facilitation of future cadre management vis-à-vis similar Service(s)/ organizations in the Government.
- xvi. It helps in creation of a database and pro-active advise by the stakeholders involved in the process.
- xvii. It helps in deletion of words like 'equivalent', as are mentioned in the old Recruitment Rules, which make the finalization process of recruitment difficult and time-consuming.

3. Initiatives taken by the Commission

The Commission has taken various initiatives for the purpose of emphasizing the need for regular review of Recruitment Rules for the posts controlled by various Ministries/ Departments of Government of India. Some of such initiatives are specified as under,

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- i. Emphasizing the significance of the matter by communicating to the Secretary(s) of various Ministries/ Departments.
- ii. Holding of exhaustive Workshop(s) in the Commission for officers nominated by the Ministries in the Government of India.
- iii. Sharing of 'Frequently-Asked-Questions' on various aspects relating to framing of complete proposals on Recruitment Rules, with various Ministries in the Government of India.
- iv. Revision and rationalization of the 'Check-list' being used in the Single Window System, which is the desk system being used for receipt of proposals in the Commission.
- v. Monitoring of the Single Window System to reduce the overall processing time on proposals received. It is significant to mention that the processing time has been reduced in the Commission to 17 days on an average basis as against 30 days time provided under the 'Normal Disposal Time' schedule under the DoP&T guidelines.
- vi. Advising the DoP&T on framing of model Recruitment Rules for similar type of posts, for instance, with regard to cadre(s) of Stenography, Rajbhasha officers, Accounts officers, Information System officers, Staff Car drivers, Departmental Canteen officers, inventory management officers, etc.
- vii. Reviewing the completion of the process of amendment of Recruitment Rules by monitoring the timely notification of Rules approved by the Commission within stipulated time-frame as suggested by the DoP&T.

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- viii. Creation of Recruitment Rules Management Information System, wherein electronic information is available relating to Recruitment Rules finalized by the Commission since the introduction of the Single Window System in the year 2011.

4. Project Database of Group A & Group B posts in the Government

Under the guidance of the Hon'ble Chairman of the Commission, it was envisaged during the year 2015 – 2016 that a comprehensive database of all the sanctioned posts in the Government of India may be created for the purpose of centralized monitoring of the Recruitment Rules governing the posts. In this regard, the following action plan was prepared and executed,

- i. All the Ministries / Departments of Government of India were requested to share information with regard to the posts under their administrative jurisdiction.
- ii. The information thus received was congregated into an electronic database by an internal team of officers in the Recruitment Rules Branch. The following fields were thus populated,
 - a. Name of the Ministry/ Department.
 - b. Designation of the post
 - c. Pay Scale
 - d. Grade Pay
 - e. Number of sanctioned posts.
 - f. Reference number & date of notification of the Recruitment Rules to the given post.
 - g. In case of the Recruitment Rules not having been framed for the give post, the status thereto with regard to the formulation of proposal for framing of Recruitment Rules.

- iii. The work relating to compilation of the information and its due analysis was completed within a period of four months during the financial year 2015-2016 by the team of officers in the Recruitment Rules Branch without any external assistance.
- iv. The overall database comprises of approximately 30,000 fields of entry, which have been congregated into an E-Document for the purpose of ready reference. A consolidated ministry-wise list is enclosed at Annex-I.

5. General Analysis of the database

- i. The database thus created, comprises of information in relation to approximately three lakh posts in the classified category of Group A and Group B in the Government of India.
- ii. On an overall basis, approximately 9% of total posts in the Government of India are categorized in the Group A and Group B, while the remaining 91% come under the Group C category (which does not require mandatory consultation with the Commission for the purpose of framing or amendment of Recruitment Rules).
- iii. The Commission is required to be consulted for the purpose of recruitment for following posts,
 - a. All Group A posts in the Government of India by way of all the methods of recruitment (read in conjunction with the governing guidelines on the subject).
 - b. All Group B Gazetted posts in the Government of India in the GP of Rs. 4600/= and above by way of direct recruitment

Union Public Service Commission

- c. All Group B posts in the Government of India in the GP of Rs. 4800/= and above by way of all the methods of recruitment (read in conjunction with the governing guidelines on the subject).
- iv. Recruitment Rules for approximately 1.88 lakh posts have been amended since 2010 (i.e., 64% of all the Group A & Group B posts), while Recruitment Rules for a total of approximately 1.05 lakh posts are yet to be reviewed in the stipulated time-frame (based upon the information shared by various Ministries).

6. Department-wise Analysis of the database

- i. The analysis reveals that maximum number of posts are controlled in the Government of India by the Ministry(s) of Finance, Human Resource Development, DoP&T, Urban Development, Railways, Home Affairs, Defence, Labour & Employment, Communications & Information Technology, Health & Family Welfare, Statistics & Programme Implementation and Information & Broadcasting.
- ii. Ministry(s) like Finance, Health & Family Welfare, Agriculture & Cooperation, Corporate Affairs, Drinking Water & Sanitation and Labour & Employment have reviewed the maximum number of posts under their administrative jurisdiction and have accordingly amended the Recruitment Rules for the given posts.
- iii. However, Ministry(s) like Civil Aviation, Coal & Mines, Food Processing Industries, Petroleum & Natural Gas, Legal Affairs, Steel, Railways, Fertilizers & Chemicals, Textiles, Tourism, Road Transport & Highways, Commerce & Industry, Home Affairs, Defence, etc., have not achieved similar progress in proposing the review of Recruitment Rules for posts under their administrative jurisdiction.

7. Benefits from the E-Document

- i. Availability of ready reference document with regard to various posts in any Ministry/ Department and the vintage details of the Recruitment Rules framed for the given posts.
- ii. It shall serve to monitor the Ministry/Departments which have not yet taken the initiative to review the Recruitment Rules for various posts under their administrative jurisdiction.
- iii. It will help in comparative evaluation of posts of similar nature (e.g., post of Accounts Officer(s) cadre in various Ministries vis-à-vis their pay structure). This will facilitate standardization of advice and creation of templates for such posts.
- iv. It shall also facilitate in monitoring the progress in the finalization of Recruitment Rules for such posts, which have been sanctioned recently but the Recruitment Rules for the same have not been finalized in consultation with the Commission.

The e-Document along with the above analysis is submitted as a reference document for kind consideration of the Hon'ble Commission.

Encl : Consolidated list of Ministries

(Sanjay Varma)
Joint Secretary (RR)
01.06.2016

Union Public Service Commission

ANNEX - I

LIST OF MINISTRIES/ DEPARTMENTS

SL. NO.	MINISTRY/ DEPARTMENT	NUMBER OF POSTS					%AGE OF POSTS AMENDED SINCE 2010	TOTAL POSTS CLASSIFIED INTO NO. OF PROPOSALS
		GROUP A	GROUP B	TOTAL	AMENDED SINCE 2010	NOT AMENDED SINCE 2010		
1	Agriculture, Cooperation and Farmer's Welfare	397	1,259	1,656	1,512	144	91%	213
2	Andaman and Nicobar Administration	222	224	446	280	166	63%	60
3	Animal Husbandary, Dairying and Fisheries	224	264	488	195	293	40%	118
4	AYUSH	223	9	232	3	229	1%	28
5	Chandigarh Administration	1,017	557	1,574	606	968	39%	338
6	Chemicals and Petrochemicals	6	0	6	0	6	0%	5
7	Civil Aviation	285	60	345	0	345	0%	62
8	Coal	21	0	21	0	21	0%	9
9	Commerce & Industry	623	421	1,044	592	452	57%	33
10	Commerce & Industry - DIPP	41	10	51	15	36	29%	16
11	Communications & IT - Posts	515	937	1,452	492	960	34%	16
12	Communications & IT - Telecommunications	4,781	2	4,783	137	4,646	3%	26
13	Consumer Affairs	293	287	580	266	314	46%	100

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14	Corporate Affairs	349	489	838	736	102	88%	43
15	Culture	39	138	177	6	171	3%	84
16	Daman & Diu Administration	160	620	780	668	112	86%	83
17	Defence	9,255	472	9,727	3,222	6,505	33%	38
18	Defence - DRDO	323	1,893	2,216	1,995	221	90%	30
19	Delhi Jal Board	327	2,226	2,553	442	2,111	17%	63
20	Drinking Water & Sanitation	8	0	8	7	1	88%	3
21	Earth Sciences	549	1,587	2,136	128	2,008	6%	23
22	Environment, Forest and CC	3,460	0	3,460	3,460	0	100%	13
23	External Affairs	1,397	2,305	3,702	35	3,667	1%	32
24	Fertilizers	7	6	13	1	12	8%	10
25	Finance - Economic Affairs	525	42	567	535	32	94%	29
26	Finance - Expenditure	384	13,436	13,820	176	13,644	1%	22
27	Finance - Expenditure (C&AG)	874	0	874	0	874	0%	9
28	Finance - Revenue	8,333	71,414	79,747	76,921	2,826	96%	54
29	Food & Public Distribution	94	87	181	116	65	64%	47
30	Food Processing Industries	9	5	14	0	14	0%	8
31	Health and Family Welfare	4,858	125	4,983	4,773	210	96%	90

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32	Home Affairs	5,103	2,515	7,618	2,494	5,124	33%	97
33	Home Affairs - Official Languages	209	180	389	388	1	100%	19
34	Human Resource Development - Higher Education	1,747	37,226	38,973	38,874	99	100%	30
35	Human Resource Development - School Education	53	11	64	24	40	38%	55
36	Information & Broadcasting	3,025	565	3,590	2,073	1,517	58%	34
37	Labour & Employment	349	40	389	340	49	87%	11
38	Labour & Employment - EPFO	1,125	6,379	7,504	2,586	4,918	34%	47
39	Labour & Employment - ESIC	781	640	1,421	1,295	126	91%	27
40	Lakshdweep Administration	43	31	74	5	69	7%	34
41	Legal Affairs	170	20	190	0	190	0%	8
42	Legislative Affairs	40	84	124	105	19	85%	34
43	MCD - East	NIL	NIL	NIL	NIL	0	NIL	0
44	MCD - North	NIL	NIL	NIL	NIL	0	NIL	0
45	MCD - South	NIL	NIL	NIL	NIL	0	NIL	0
46	Mines	163	141	304	0	304	0%	37
47	Minority Affairs	5	10	15	5	10	33%	7
48	MSME	300	3	303	2	301	1%	48
49	NCT of Delhi	2,502	36,831	39,333	5,872	33,461	15%	50

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50	New and Renewable Energy	0	1	1	1	0	100%	1
51	New Delhi Municipal Council	249	237	486	1	485	0%	83
52	NITI Ayog	88	32	120	66	54	55%	10
53	North-East Region Development	21	12	33	2	31	6%	24
54	Parliamentary Affairs	17	60	77	0	77	0%	13
55	Personnel & PG - DoP&T	9,424	14,138	23,562	23,555	7	100%	19
56	Petroleum and Natural Gas	0	3	3	0	3	0%	3
57	Pondicherry Administration	78	1,393	1,471	1,261	210	86%	6
58	Power	432	218	650	541	109	83%	8
59	Railways	8,105	2,080	10,185	301	9,884	3%	62
60	Road Transport and Highways	228	117	345	86	259	25%	22
61	Rural Development	2	37	39	30	9	77%	7
62	Science and Technology	169	101	270	142	128	53%	33
63	Shipping	236	162	398	143	255	36%	70
64	Social Justice and Empowerment	10	10	20	0	20	0%	13
65	Sports	NIL	NIL	NIL	NIL	0	NIL	0
66	Statistics & PI	814	3,943	4,757	4,757	0	100%	9
67	Steel	10	0	10	0	10	0%	5

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68	Textile	100	227	327	16	311	5%	64
69	Tourism	39	202	241	37	204	15%	20
70	Tribal Affairs	7	1	8	0	8	0%	4
71	Urban Development	2,654	7,965	10,619	5,752	4,867	54%	83
72	Water Resources	408	919	1,327	252	1,075	19%	50
73	Women and Child Development	27	109	136	0	136	0%	10
74	Youth Affairs	18	64	82	0	82	0%	4
	Total	78,350	215,582	293,932	188,325	105,607	64%	2,866
	%age Analysis	27%	73%	100%	64%	36%		

NOTE :

The above analysis is based upon information provided by the concerned Department(s) till 31.03.2016

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No. AB.14017/13/2013-Estt. (RR) (1349)

**Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)
North Block, New Delhi**

FAQs on Recruitment Rules

1. What are Recruitment Rules?

Ans. Recruitment Rules are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing inter alia the method of recruitment and eligibility for such recruitment. It contains notification part having substantive rules and schedule part (as per prescribed Annexure-I). Recruitment Rules are subordinate legislation and so, they are statutory in nature.

2. What are Service Rules?

Ans. Service Rules are Recruitment Rules for any of the Organized Central Services covering many aspects including constitution of the Service, seniority, probation and other conditions of service.

3. Whether Recruitment Rules are applicable retrospectively?

Ans. The legal position is that the posts are to be filled up as per the eligibility conditions prescribed in the Recruitment Rules in force at the time of occurrence of vacancies unless the Recruitment Rules are amended retrospectively. The practice has however been to give effect to the Recruitment Rules prospectively.

4. Why are Recruitment Rules framed?

Ans. As soon as decision is taken to create a new post/ service to upgrade any post or re-structure any service, the Recruitment Rules/ Service Rules are framed. Any post is filled up as per the provisions of the Recruitment Rules/ Service Rules.

5. Why are Recruitment Rules amended?

Ans. Revision in the Recruitment Rules is made by way of amendment to incorporate changes due to implementation of Central Pay Commission Report, modification of orders/ instructions on the subject, creation/ abolition of posts etc. during the intervening period.

6. How Recruitment Rules are framed/ amended?

Ans. Recruitment Rules for Group 'A' & 'B' posts/ service are framed/ amended by the administrative Ministry/Department in consultation with Department of Personnel & Training, Union Public Service Commission and Ministry of Law (Legislative Department) and approval of competent authority in the Ministry/ Department to be obtained.

...2/-

7. Why and how are Recruitment Rules relaxed?

Ans. The power to relax clause in the Recruitment Rules/ Service Rules provides the authority to relax the rules in respect of class or category of person. The administrative Ministry/ Department may resort to relaxation of the rules in consultation with Department of Personnel & Training and Union Public Service Commission.

8. Who is competent authority to frame/amend the Recruitment Rules?

Ans. All Recruitment Rules including their amendments should be approved at the level of Minister-in-charge, unless the Minister has by general or special order delegated such approval at a lower level(s).

9. Who is competent authority to frame/amend the Recruitment Rules of Group 'C' posts?

Ans. Administrative Ministries/ Departments are empowered to frame/ amend the Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines/ Model Recruitment Rules issued by this Department on various aspects. In case of deviation from existing guidelines/ Model Recruitment Rules, the concurrence of Department of Personnel & Training is to be obtained.

10. Who is competent authority to relax the Recruitment Rules of Group 'C' posts?

Ans. The Ministries/ Departments are competent to relax the Recruitment Rules for Group 'C' posts. The provisions governing upper age limit or qualifications for direct recruitment should not however be relaxed without prior concurrence of Department of Personnel & Training.

11. What is the format/ procedure to send the proposal for consultation with Department of Personnel & Training for framing/amendment of Recruitment Rules?

Ans. Proposal for framing/ amendment of Recruitment Rules for Group 'A' & Group 'B' posts (except Service Rules) is sent to Department of Personnel & Training, first, on-line under Recruitment Rules Framing Amendment and Monitoring System (RRFAMS) of the on-line services of Department of Personnel & Training. After approval of on-line Recruitment Rules in Department of Personnel & Training, the proposal is referred by the Administrative Ministry/ Department in a file with a self-contained note accompanied inter alia the following: -

- (i) Check-list for sending proposal to Department of Personnel & Training.
- (ii) Copy of the report of freezed on-line Recruitment Rules.
- (iii) Draft Recruitment Rules including notification and Schedule 1 (for posts other than those in the Organized Services) in the proforma in Annexure I

- (iv) Supporting particulars in Annexure II (for framing of Recruitment Rules)/ Annexure-III (for amendment of Recruitment Rules), as prescribed in Department of Personnel & Training OM No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010.
- (v) Recruitment Rules for the feeder posts(s) and the higher post, if any.
- (vi) Present sanctioned strength of the post for which rules are being framed/ amended as also of the lower and higher posts.

12. What are model Recruitment Rules?

Ans. Model Recruitment Rules for a number of common categories of posts have been framed in consultation with Union Public Service Commission, wherever required. While framing/ amending Recruitment Rules for such posts, the model rules should be adhered to.

13. What is procedure for consultation with Union Public Service Commission?

Ans. After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry / Department should refer the draft Recruitment Rules for posts/ services which are within the purview of the Union Public Service Commission in a self-contained letter to the Commission, along with the information in the prescribed proforma (Check list, Annexure II/ Annexure-III etc.). It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare were required) has been obtained in respect of the proposals in question.

14. What is initial constitution clause in Recruitment Rules?

Ans. In cases where a new service is formed and the Recruitment Rules are framed for the first time and that there are officers already holding different categories of posts proposed to be included in the service on a regular / long term basis, a suitable 'Initial Constitution' Clause may be inserted in the Notification so as to count the regular service rendered by such officers before the date of notification of the Rules.

15. Whether reservation, relaxation of age limit and other concessions for special categories of persons are applicable in Recruitment Rules?

Ans. These concessions in recruitments are made applicable by inserting the following 'Saving Clause' in the covering notification of the Recruitment Rules:-

"Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

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16. What is the schedule in Recruitment Rules?

Ans. The schedule of Recruitment Rules of post(s) is a 13 columns table as per prescribed Annexure-I (vide OM No. AB-14017/48/2010-Estt. (RR) dated 31.12.2010) containing details of the post(s) along with method of recruitment and eligibility criteria. The prescribed schedule is used for post(s) which are not covered by any organized service.

17. What is notification part of Recruitment Rules?

Ans. Notification of Recruitment Rules contains the substantive rules which include the provisions related to title, date of commencement, enabling provision for applicability of schedule, disqualification clause, power to relax clause, saving clause and any other rule specific to a post viz. initial constitution clause, liability for all-India Service etc.

18. What are the upper age limits prescribed for Direct Recruitment?

Ans. The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements as prescribed in this Department OM No. AB-14017/48/2010-Estt (RR) dated 31.12.2010 (Para 3.7.4.1 & 3.7.4.2).

19. What are relaxations available for upper age limit in direct Recruitment Rules?

Ans. A provision is prescribed in the recruitment rules for relaxation of the upper age-limit for departmental candidates up to 40 years for appointment by direct recruitment to Groups C posts and for Government servants up to 5 years for direct recruitment to Groups A and B posts:

20. How to calculate crucial date for age limit?

Ans. In the case of recruitment through the Union Public Service Commission and the Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the UPSC / SSC. In the case of other recruitment, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam etc.).

21. How is the educational and other qualification required for direct recruit fixed?

Ans. The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible and if necessary, into two parts, viz., "Essential Qualifications" and "Desirable Qualifications" taking into account the pay band/ grade pay and the nature of duties, and the provisions in the approved Recruitment Rules for similar higher and lower posts in the same hierarchy.

...5/-

22. Whether the educational qualifications prescribed for direct recruits are applicable to promotees?

Ans. The educational qualifications are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group A posts in the Pay Band-3 Grade Pay Rs. 6600 and above. Sometimes the qualifications for junior Group A posts and Group B posts may not be insisted upon in full but only the basic qualification in the discipline may be insisted upon.

23. Whether any age limit prescribed for promotion?

Ans. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees.

24. When probation for appointment to a post/service in Central Government is prescribed? What is the duration of probation?

Ans. The probation is prescribed when there is direct recruitment, promotion from one Group to another e.g. Group B to Group A or officers re-employed before the age of superannuation. There will be no probation for promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C' and for appointment on contract basis, tenure basis, re-employment after superannuation and absorption. The period of probation is as prescribed in this Department OM No. AB-14017/48/2010-Estt (RR) dated 31.12.2010 (Para 3.10.1 & 3.10.2).

25. What are the methods of recruitments?

Ans. The different methods of recruitment are:

- (a) Promotion
- (b) Direct Recruitment
- (c) Deputation
- (d) Absorption
- (e) Re-employment
- (f) Short-term contract

26. How is the method of recruitment or percentage of vacancies to be filled by various methods of recruitment decided?

Ans. The percentage of vacancies to be filled by each method that may be prescribed for a particular post or Service depend on a judicious blending of several considerations, e.g.,

- (i) the nature of duties, qualifications and experience required;
- (ii) the availability of suitable personnel possessing, the requisite qualifications and experience within a cadre.

...6/-

- (iii) The need for ensuring that suitable incentives exist for the maintenance of an adequate standard of efficiency in the cadre;
- (iv) Consideration of the question whether, having regard to the role to be performed by a specified cadre or Service, it is necessary to provide for direct intake of officers at an appropriate level with a view to injecting fresh knowledge and experience that may not be normally available in a particular Service or Department etc.
- (v) The proper mix of the six methods of recruitment i.e. (a) promotion (b) direct recruitment (c) deputation (d) absorption (e) re-employment (f) short-term contract (mentioned at (a) to (f) above).

27. What is promotion?

Ans. Promotion is method of recruitment from feeder grade post(s) to higher post in the hierarchy as per the provisions of the Recruitment Rules. If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service.

28. What is Direct Recruitment?

Ans. Direct recruitment is the recruitment which is open to all candidates, eligible as per the provisions regarding age, educational qualification/ experience etc. as prescribed in Recruitment Rules.

29. What is Deputation?

Ans. Deputation is a method of recruitment where officers of Central Government Departments or State/ UT Governments from outside are appointed to post(s) in Central Government for a limited period, by the end of which they will have to return to their parent cadres. In case of isolated post, it is desirable to keep the method of recruitment of deputation/ short term contract as otherwise the incumbents of such posts, if directly recruited, will not have any avenue of promotion/ career progression.

30. What is short term contract?

Ans. Short term contract is also a form of deputation where officers from non-Government bodies e.g. universities, research institutions, public sector undertakings for teaching, research, scientific and technical post(s) can come to Central Government posts.

31. Whether absorption and Deputation are synonymous? What is absorption?

Ans. Absorption and deputation are not synonymous. There is a substantial difference between absorption and deputation. Under the provision absorption, the officer, who initially comes on deputation, may be permanently absorbed in the post/ grade if recruitment rules prescribe for absorption as mode of recruitment. Such absorption can be effected only in the case of officers who are on deputation from the Central / State Government.

32. What is composite method of recruitment?

Ans. In cases where the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract) / promotion" is prescribed so that the eligible departmental officer is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short-term contract for the prescribed period of deputation / short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

33. How is field of deputation decided?

Ans. The field for "deputation/ short-term contract/ absorption should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

34. How is the period of qualifying service for promotion decided?

Ans. The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post. The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service to be followed is prescribed in this Department OM No. AB-14017/48/2010-Estt (RR) dated 31.12.2010 (para 3.12.2).

35. What is the maximum age limit for Deputation?

Ans. The maximum age limit for appointment on deputation (including short term contract) or absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

36. What is the crucial date for determination of eligibility of absorption/ deputation?

Ans. The guidelines for crucial date for determination of eligibility for absorption/ deputation are as follows: -

- (i) In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/ Department/ Organization responsible for making appointment to the post i.e. originating Ministry etc.
- (ii) In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

37. How is Departmental Committee formed?

Ans. When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee, with minimum 3 officers, may be indicated. In the case of promotion to Group 'A' posts, the Union Public Service Commission shall also be associated. The total strength of DPC including Chairman need not necessarily be an odd number, as the decision is to be taken as a joint one.

38. What are the circumstances in which Union Public Service Commission is to be consulted for recruitment?

Ans. UPSC is required to consult in case of recruitment to all Central Civil Services and Central Civil Posts. Exemption from Consultation with Union Public Service Commission is governed by the Union Public Service Commission (Exemption from Consultation) Regulations, 1958 as amended from time to time and the Central Civil Services and Civil Posts (Consultation with Union Public Commission) Rules, 1999 as amended. Some of the circumstances in which the Union Public Service Commission are to be consulted in making recruitment to the posts are illustrated below:-

- (i) Direct Recruitment,
- (ii) Re-employment,
- (iii) Absorption,
- (iv) Composite method of recruitment (i.e. where the departmental candidate is to be considered along with outsiders),
- (v) In case of deputation – (a) if the field for consideration includes State Government Officers or Group 'A' & 'B' officers of the Central Government simultaneously and (b) if the field for consideration consists of not only Central/State Government officers but also officers from non-Government institutions
- (vi) Any relaxation or amendment of the provisions of the Recruitment Rules.

39. Whether recruitment to a post can be made in absence of recruitment rules of a post?

Ans. If there are overriding compulsions for filling any Group A or Group B post in the absence of Recruitment Rules, then the Ministries/ Department may make reference to Union Public Service Commission for determination of method of recruitment as a onetime measure for filling up of a post on regular basis.

40. What are the limits for notification of Recruitment Rules?

Ans. The Recruitment Rules or amendment(s) thereto as finally approved by the Union Public Service Commission are required to be notified within a period of 10 weeks from the date of receipt of their advice letter. This time limit should be strictly adhered to.

41. What needs to be done in case where posts are transferred to some other Ministries/Departments?

Ans. The Ministry/Departments concerned should mutually agree for transfer of the posts and the same should be concurred by Department of Expenditure. Thereafter, the existing RR needs to be de-notified in consultation of Department of Personnel & Training, Union Public Service Commission and Ministry of Law. Suitable recruitment rules in the transferred Department may be framed/ amended following due procedure.

Dated: 16th April, 2015

CTC) TCM)

To

The Secretary to the Government of India
Department of Personnel & Training
North Block
New Delhi.

[Attn: Shri Sukhdeo Sah, Under Secretary (Estt.RR)]

Sub: Guidelines for Educational Qualifications and Experience for framing / amendment of Recruitment Rules.

Sir,

I am directed to refer to the D.O. letter No.AB-14017/27/2014-Estt.(RR) dated 13th March, 2015 of Ms. Mamta Kundra, Joint Secretary (E), DOP&T on the above subject and to say that the guidelines with regard to Educational Qualifications (EQs) and length of experience proposed to be circulated to the Ministries/Departments for guidance while framing/amending the Recruitment Rules have been considered by the Commission. The Educational Qualifications for any post are primarily prescribed by the Ministry/Department concerned, which operates the given post, based upon the functional necessities attached to that post. The Commission advises, as and when required, to make the Educational Qualifications more specific to facilitate selection of better qualified personnel for the post(s).

2. With regard to experience quotient, the Commission prescribes following number of years of experience for a given post (based upon its Grade Pay structure) to be combined with a 3-years Bachelor's Degree in the domain subject:-

Sl. No.	Grade Pay (Rs.)	No. of years of Education (10+2+3)	No. of years experience
1)	4200/-	15	2
2)	4600/-	15	2
3)	4800/-	15	3
4)	5400/-	15	3
5)	6600/-	15	5
6)	7600/-	15	10
7)	8700/-	15	12
8)	8900/-	15	13
9)	10000/-	15	15
10)	12000/-	15	18
11)	HAG +	15	20

(The Commission considers proposals for Recruitment Rules for Group B & Group A posts only, hence no comments are being offered in the case of Group 'C' posts)

Contd...2/-

3. In case of the incumbent possessing additional Educational Qualification, the experience quotient is accordingly reduced as follows.
- a. For the E/Q of a Bachelor's Degree of 4 years (e.g., Engineering, i.e., $10+2+4 = 16$ years education) – experience is reduced by 1 year for a given post
 - b. For an additional E/Q of Masters Degree (i.e., $10+2+3+2 = 17$ years Education) – experience is reduced by 2 years for a given post
 - c. For an additional E/Q of Masters + Ph.D (i.e., $10+2+3+2+3 = 20$ years of education) – experience is reduced by 5 years for a given post.
4. With regard to the experience being kept restricted to Central/ State Government(s)/ Other Recognized Institutions, the Commission allows experience from Listed Private Organizations also in the case of Direct Recruitment. Listed Private Organizations are defined as the public limited companies which are listed on the recognized Stock Exchanges of the country. In view thereof, the proposition of the DoPT to restrict the experience to only Government entities may not be feasible as this will reduce the scope for prospective applicants to Government jobs.
5. With regard to the suggestion made by DoPT that the said educational qualifications may not be applied in the specified categories, the DoPT is requested to incorporate an exhaustive list of all such posts/ Services/ cases where the Commission guidelines should not be applied in order to facilitate a standardized advise mechanism for various proposals received in the Commission.
6. Regarding incorporation of IT course(s)/ skill(s), the DoPT is requested to take necessary inputs from AICTE/NCTE/ Ministry of Communications & IT to prescribe specific course(s) for posts in a given Grade Pay and circulate the same so that the same could be duly advised upon by the Commission, as a part of the Essential Qualifications for various posts. This is essential to ensure standardization. IT Courses should also be first designed and approved before becoming a mandatory requirement.
7. DOP&Trg. may please consider the Educational Qualifications and experience approved by the Commission for appointment to various posts and issue appropriate guidelines to all Ministries and Departments for compliance.

Yours faithfully,



(R.V Pandala)
Under Secretary
Union Public Service Commission
Tele No. 23384906

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No. AB.14017/13/2013-Estt.(RR)
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi the 31st March, 2015

OFFICE MEMORANDUM

Sub: Step guide for processing of the proposal for framing / amendment of Recruitment Rules.

The undersigned is directed to state that this Department has issued guidelines on framing/amendment/relaxation of Recruitment Rules vide OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010 which inter-alia provides thirteen column Schedule (Annexure-I) to be annexed with the notification of the Recruitment Rules. A detailed step guide (column-wise) for processing of the proposal for framing / amendment of Recruitment Rules is enclosed. The step guide material may be used for filling up thirteen columns Schedule (Annexure-I) to be annexed with notification part of the recruitment rules for various posts under Ministries / Departments.

2. Hindi Version will follow.

(Shukdeo Sahi) 31/3/15
Under Secretary to the Government of India

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.

(Shukdeo Sahi) 31/3/15
Under Secretary to the Government of India

**Step guide for processing of the proposal for framing / amendment of
Recruitment Rules**

Column 1: Name of post

The name of the post is to be kept as per the model RRs issued by this Department for common categories of posts. In case of the post where model RRs are not issued the name of the post is to be kept as approved in the creation order of the post.

Column 2: Number of post

The number of post is to be filled in as per the existing RRs and taking into account the number of the posts created/abolished/upgraded thereafter. Copy of the orders needs to be placed on file while referring the RRs on file to DOPT to substantiate the numbers of the post.

Column 3: Classification of the post

Classification of the post is to be made as per the existing instructions.

Column 4: Pay Band and Grade Pay/Pay Scale

The entry Pay Band... (Rs.....) and Grade Pay Rs..... /Pay Scale is to be made as per the CCS (RP Rules), 2008.

Column 5: Selection post or Non-Selection post

The entry Selection or non-Selection will come only where promotion is either the sole method of recruitment or one of the methods.

•The method will be selection in the following circumstances:-

- (i)When promotion is from a lower Group to a higher Group (e.g. promotion from Group C to Group B post, or from Group B to Group A post)
- (ii)Promotions within Group B and Group A except where it is to a Non-functional Grade.

•The method will be non-Selection in the rest of the promotion cases.

- For Non-functional selection grade, entry will be placement on Seniority basis subject to suitability/fitness.

Column 6: Age limit for Direct recruits

Group C posts – between 18 years and 25 years*

* In case of post being filled up by all-India Open Competition, it would be – between 18 year and 27 years.

- Posts in Grade pay Rs.4200, Rs.4600 and Rs.4800 - 30 years
- Posts in Grade pay Rs.5400 - 35 years
- Posts in Grade pay Rs.6600 - 40 years

• Posts in Grade pay Rs.7600 - 50 years

• Posts in Grade pay above the Grade of Rs.7600 – Preferably below 50 years**

**Ministry/ Department may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit higher than 50 years.

NOTE: Apart from the age concessions admissible to the SC/ST/OBC category (which is covered under the Saving clause of the notification of the RRs), the following age concessions applicable for Government Servants need to be incorporated:-

• For Group C posts –

(The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government)

• For Group A & B posts – (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government)

• The following entry to be incorporated in all the RRs (where recruitment is made other than UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangl Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.

• The following entry to be incorporated in the RRs (where recruitment is made by UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be as advertised by UPSC/ SSC.

Column 7: Educational and other qualifications required for direct recruits

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, and if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.

• For Group A and Group B posts of general or administrative nature, the minimum qualification may be a Bachelors Degree in any discipline from a recognized University; for posts of technical or specialized nature, the minimum qualification may be a Masters Degree in the relevant discipline.

• Prescribing First or Second Class / Division in respect of an educational qualification e.g. Degree to be avoided and a simple Degree / Master's Degree be prescribed.

- To be ensured that the qualifications and experience prescribed are the minimum required for the post. On the ground that persons with higher qualifications are available, the minimum required qualification/ experience need not be stepped up.

Column 8: Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees

The entry under this Col. will be either 'yes' or 'no' or 'not applicable'.

- The entry will be 'not applicable' where in the particular RRs, direct recruitment/promotion is not a method prescribed
- Under 'no', the entry could be either a simple 'No' or a qualified one –i.e., 'No, but must possess at least.....'.
- The entry will be 'No' in all cases of RRs of non-technical posts.
- For junior Group A and Group B posts, only the basic qualification in the discipline need be insisted upon even in scientific and technical posts – e.g. if the minimum qualification is degree in civil engineering for direct recruits, for the promotees it may be at least a diploma in civil engineering. In such cases, the entry under Col. No. 9 will be "No, but must possess at least a diploma in civil engineering".
- For scientific and technical posts in the Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 6600 and above, the entry shall normally be 'Yes'.

Column 9: Period of probation, if any

Probationary period is prescribed only in RRs where direct recruitment or re-employment (before the age of superannuation) is a method or where promotion is from a lower group to a higher group (e.g. from Group C to B, Group B to A).

Period of probation

- Promotion from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) - no probation.
- Promotion from a lower group to a higher group (e.g. from Group B to Group A) - 2 years.
- (i) For direct recruitment to posts except clause (ii) below – 2 years
- (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved – 1 year

Note: Training includes 'on the job' or 'Institution

- Officers re-employed before age of superannuation – 2 years
- Appointment on contract basis, tenure basis, re-employment after superannuation and absorption – no probation.

Column 10: Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods

- The methods to be prescribed and the percentage of vacancies to be filled by each method in each individual case to be decided keeping in view inter alia

- (i) Structure of the cadre/hierarchy
- (ii) Availability of suitable personnel in the relevant feeder grade
- (iii) Need for induction from outside through Direct Recruitment or Deputation (including Short-term Contract)/Absorption on functional considerations.

Need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre.

- While fixing the proportion for promotion, to ensure that the feeder grade concerned has sufficient strength to sustain the same. The feeder grade to promotion grade ratio should be 2 at least for the method of recruitment as 'Promotion failing which Deputation'. In case of feeder grade to promotion grade ratio is 3 to 5 times, the method may be prescribed as 'Promotion'.

- Direct recruitment at successive level to be avoided.

- Direct recruitment against isolated posts to be avoided.

- The method of short term contract could be included when services of suitable officers belonging to non-government organizations (ex. Universities, recognized institutes, public sector undertakings etc.) are required for appointment to teaching/research/ scientific or technical posts.

- Where absorption is prescribed in the RRs the absorption will apply only to officers belonging to the Central and State Government and UT Administrations.

- The composite method of deputation/promotion or deputation (including short term contract)/promotion to be prescribed where the field of promotion consists of only one post.

Column 11: In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made

Entry for promotion:

..... (name of feeder grade) in PB..... Rs..... and GP Rs..... withyears of regular in the grade and having successfully completed weeks training in (subject/ area of work relevant to duties & responsibility of the higher post)*

* The duration of training may be decided taking into account the functional requirement, knowledge & skill up-gradation of feeder grade officers and infrastructure of the organization.

Entry for deputation or deputation/absorption:

'Officers of the Central Government (or the Central Government/State Government or Union territories):

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

- (ii) * With..... years service rendered after appointment to the post on a regular basis in the Pay Band Rs..... Grade Pay or equivalent in the parent cadre or department; and
(b) ** (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).

* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

** Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Entry for deputation (ISTC) or deputation (ISTC)/absorption:

'Officers of the Central Government, State Government, Union territories autonomous or statutory organization, PSUs, University or Recognized Research Institution:

(a)(i) Holding analogous post on a regular basis in the parent cadre or department;
or

(ii) * With..... years service rendered after appointment to the post on a regular basis in the Pay Band Rs..... Grade Pay or equivalent in the parent cadre or department; and

(b) ** (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).'

* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

** Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Note: The Central or State Government officers shall only be considered for absorption. (Where absorption is also prescribed.)

Entry for Deputation / Promotion

'Officers of the Central Government, State Government or Union Territories

(a)(i) Holding analogous post on a regular basis in the parent cadre or department;
or

(ii) * With..... years service rendered after appointment to the post on a regular basis in the Pay Band Rs..... Grade Pay or equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience.'

* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

(91)

Note: The departmental (Designation of the officer) in Pay Band ... Rs..... and Grade Pay Rs..... with Years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

Entry for Deputation (including Short Term Contact)/Promotion

'Officers of the Central Government, State Government, Union Territories, autonomous or statutory organization, PSUs, University or Recognized Research Institution

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) * With..... years service rendered after appointment to the post on a regular basis in the Pay Band Rs..... Grade Pay or equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience

* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

Note: The departmental (Designation of the officer) in Pay Band ... Rs..... and Grade Pay Rs..... with Years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

Column 12: If a Departmental Promotion Committee exists what is its composition

•The entry under this Col. will either be 'Not applicable' or composition of the Departmental Promotion Committee (DPC) for considering promotion or Departmental Confirmation Committee (DCC) for confirmation to be incorporated.

•The DPC will appear only where the method of recruitment prescribed in Col. No. 11 includes promotion.

•DCC will appear where probation period is prescribed in Column 9.

•Composition of DPC

•Total strength of the Committee shall not be less than 3 including the Chairman.

•The Chairman and members shall be atleast one level above the post to which promotion is to be made.

•The level of the Chairman and members, association of members from other departments etc. to be decided as per instructions of DOPT.

- Where the UPSC is associated with the DPC, the DPC will be chaired by the Chairman/Member of the Commission.
- Composition of DPC for confirmation to be on the lines as above with the change that the UPSC will not be associated with it.

Column 13: Circumstances under which UPSC is to be consulted in making recruitment

Where the posts are not exempt from the purview of UPSC as per the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time, the UPSC is to be consulted for the following:

- for the purpose of recruitment to Group B and A posts; and
- Circumstances in which the UPSC is to be consulted in making recruitments:-
- direct recruitment to Group A posts and Group B Gazetted posts;
 - In cases of absorption to Group A posts and Group B posts;
 - For appointment on deputation when the field of selection includes State Government officers and/or Group A and Group B officers of the Central Government. But where field of selection comprises Group A officers only of the Central Government, no such consultation of the UPSC is necessary;
 - In cases of re-employment in Group A and B posts;
 - Where the method of recruitment is the composite method of 'deputation/promotion' or 'deputation (including short-term contract)/promotion'.
 - Where promotion from Group B to Group A is involved;
 - In all cases of promotion by 'selection' to any Group A post (or Service) except for promotion from PB 3 GP Rs.5400 to PB 3 GP Rs.6600.

(93)

No.AB-14017/ 27/2014-Estt.(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi

Dated: 20.1.2015

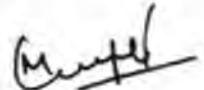
OFFICE MEMORANDUM

Subject: - Guidelines for Educational Qualifications and Experience for framing/amendment of Recruitment Rules.

Department of Personnel & Training vide O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 have issued Guidelines on framing/amendment/relaxation of Recruitment Rules and Service Rules.

2. Department of Personnel & Training now intends to issue Guidelines on prescribing Educational Qualifications and requisite experience in respect of various posts, Pay Band & Grade Pay/ Pay Scale for appointment by Direct Recruitment or deputation depending upon the nature of functions and duties. These Guidelines may be adopted by the Ministries/ Departments as guide while framing Recruitment Rules for various posts. A Draft OM to this effect is annexed herewith.

3. Ministries/Departments are, therefore, requested to offer their comments on the proposed O.M. positively by 20.2.2015.


(Mukta Goel)
Director (E-1)

To,

NIC, DoPT for uploading on Department's website.

95

No.AB-14017/ 27/2014-Estt.(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: . . 2015

OFFICE MEMORANDUM

Subject: - Guidelines for Educational Qualifications and Experience for framing/amendment of Recruitment Rules.

Department of Personnel & Training vide O.M. No. AB.14017/48/2010-Estt (RR) dated 31st December, 2010 have issued Guidelines on framing/amendment/relaxation of Recruitment Rules and Service Rules.

2. In continuation to the above, the following Guidelines on prescribing Educational Qualifications and requisite experience in respect of various posts, Pay Band & Grade Pay/ Pay Scale for appointment by Direct Recruitment or deputation depending upon the nature of functions and duties are being issued. These Guidelines may be adopted by the Ministries/ Departments as guide while framing Recruitment Rules for various posts.

Pay Band & Grade Pay/ Pay Scale	Educational Qualifications	Period of Experience
Apex Scale	No specific qualifications or experience is required since these posts are the highest level posts and should be as per the nature of functions & duties of the post/ Services	
HAG+		
HAG	Doctorate or Masters Degree in Engineering/Technology /Medicine	18 years
GP Rs.10000	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	15 years
GP Rs.8900	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	12 years
GP Rs.8700	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	10 years
GP Rs.7600	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	10 years
GP Rs.6600	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	7 years 5 years
GP Rs.5400	Master's Degree or Bachelor's Degree in Engineering/ Technology/ Medicine	3 years
GP Rs.4800	Master's Degree or Bachelor's Degree in Engineering/ Technology	2 years or NIL
GP Rs.4600	(a) Master's Degree equivalent to Engineering or Bachelor's Degree in Engineering/ Technology (b) Bachelors' Degree/Master's Degree	NIL 3 years /2 years
GP Rs.4200	(a) Bachelors' Degree/Diploma in professional area (b) Master's Degree or Diploma in Engineering	2 years NIL
Grade Pay Rs.2400 & 2800	Bachelors' Degree, OR 12 th Pass with Diploma in relevant field	Nil
Grade Pay Rs. 1900 & 2000	12 th Pass	Nil
Grade Pay Rs. 1800	Matriculation or ITI	Nil

Note : Desirable qualification and the field of experience may be kept as per the requirement of the post. Further, the experience in the relevant field from

Government/ State Government/other recognized Institutions may be kept as per the nature & duties of the post.

3. The above guidelines may not be applicable in cases where specific Educational Qualifications and experience has been prescribed by Department of Expenditure (e.g. while creating the post etc), orders/ instructions issued by this Department. (viz. Model RRs, FCS guidelines, Notification for Group 'C' posts & LDC, etc.) or by other Ministries/Departments (viz. AICTE/UGC norms under D/o Higher Education). Further, these educational qualifications are not exhaustive but illustrative.

4. All the Ministries/Departments are also advised that while revising/framing the Recruitment Rules, they may prescribe that possession of IT Skills would be a mandatory requirement at the entry level in respect of all the Direct Recruitment. The level of IT skill may be prescribed keeping in view the duties level and responsibilities attached to the post. For promotion, it may be stipulated that promotions would be made subject to employees successfully completing the prescribed training course. The courses in IT skills would need to be developed keeping in view the functions, responsibility and the level of the post to which the promotions is being made.

(Mukta Goel)
Director (E-1)

To

1. All the Ministries/Departments (As per standard list)
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi

Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (10 copies)
10. NIC, North Block for posting on the website.

(Mukta Goel)
Director (E-1)

99

No. 28020/1/2010-Estt(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 30th October 2014

OFFICE MEMORANDUM

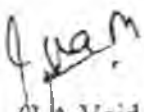
Subject: Introduction of mandatory Induction Training for Probation clearance-regarding.

P101/100

The undersigned is directed to refer to this Department's O.M of even number dated 21st July, 2014 wherein consolidated instructions on Probation/ Confirmation in Central Services were issued for ready reference to all concerned. As per extant instructions during the period probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions to pass examinations and tests as Government may deem fit as a condition to satisfactory completion of the probation.

2. It has been decided that in all cases of direct recruitment there should be a mandatory induction training of atleast two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities and the Training Division of DOPT can be consulted, if required.

3. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.


(J. A. Vaidyanathan)
Director (Establishment)
Telefax: 23093179

To

All Ministries & Departments

Copy to
Technical Director, NIC - with the request to upload
the above O.M in the website of this department.

3/11/2014

(101)

No. 28020/1/2010-Estt(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 21st July, 2014

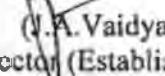
OFFICE MEMORANDUM

Subject: Consolidated Instructions on Probation/Confirmation in Central Services - regarding.

The undersigned is directed to say that this Department has been issuing instructions/ guidelines from time to time laying down principles to be followed in probation/confirmation of persons appointed to services and posts in Central Government. All such instructions issued till date have been consolidated under easily comprehensible headings for the facility of reference and placed as Annexure to this O.M. The number and date of the original O.M.'s has been referred in the relevant instructions for easy reference in the context. All Ministries/ Departments are requested to bring the above guidelines to the notice of all concerned.

2. There may be posts in various Ministries/Departments/Organizations where the norms specified in the Recruitment Rules are different from those prescribed in the Annexure. In such cases, the norms specified in those Recruitment Rules shall prevail.

3. Hindi version will follow.


(J.A. Vaidyanathan)
Director (Establishment)
Telefax: 23093179

To
All Ministries/ Departments.

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. The Secretary, Staff Selection Commission, New Delhi.
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
12. National Commission for Scheduled Castes, New Delhi.
13. National Commission for Scheduled Tribes, New Delhi.
14. National Commission for OBCs, New Delhi.
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Center, DOP&T (20 copies)
- ✓ 19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (100 copies).

PROBATION AND CONFIRMATION

A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion, extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.

2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed on issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.

PERIOD OF PROBATION

3. The period of probation is prescribed for different posts/services in Central Government on the following lines:

S. No.	Method of appointment	Period of probation
PROMOTION		
1	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2	Promotion from one Group to another e.g. Group 'B' to Group 'A'	2 years or the period of probation prescribed for the direct recruitment to the post, if any.

DIRECT RECRUITMENT		
3	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4	Officers re-employed before the age of superannuation.	2 years
5	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

[DoPT OM No. 21011/2/80-Estt.(C) dated 19.05.1983 and
OM No. AB.14017/5/83-Estt.(RR) dated 07.05.1984]

As per revised pay scale of CCS(Revised Pay) Rules,2008.

(A) DIRECT RECRUITMENT

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post the job requirements of which may be quite different from those of the old post

[OM No. 18011/3/88-Estt(D) dated 24.09.1992]

(B) PROMOTION

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation but there shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.

[OM No. 21011/2/80-Estt.(C) dated 19.05.1983]

- (ii) If the recruitment rules do not prescribe any probation, an officer appointed on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

[OM No. 18011/1/86-Estt.(D) dated 28.03.1988]

- (iii) There shall be no probation in the cases for appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

[OM No. 21011/2/80-Estt.(C) dated 19.05.1983]

PROGRESS DURING PROBATION

4. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.

5. Concentration of attention on the probationer's ability to pass the probationary or the departmental examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.

6. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officials for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report on the probationers should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation reports should be written in addition to the usual APARs for the period of probation.

7. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

8. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving him a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he showed substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

[OM No. F.44/1/59-Ests(A) dated 15.04.1959.]

9. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

TERMINATION OF PROBATION

10. The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is within six to eight weeks, and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

[OM No. F.44/1/59-Ests(A) dated 15.04.1959]

11. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer to: -

- (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- (ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

[OM No. 21011/2/80-Estt.(C) dated 19.05.1983]

12. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

[OM No. 18011/2/98-Estt.(C) dated 28.08.1998]

13. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that a Government servant has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.

14. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

EXTENSION OF PROBATION PERIOD

15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

16. The Appointing Authority may, if it so thinks fit, extend the period of probation of a Government servant by a specified period but the total period of probation does not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at one time.

17. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Service/ Post at the end of his period of probation, having been completed satisfactorily.

LEAVE TO PROBATIONER. A PERSON ON PROBATION

18. A person appointed to a post on probation shall be entitled to leave under the rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post. Where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave as a permanent Government servant.

19. The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.

20. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend –

- (i) beyond the date on which the probation period as already sanctioned or extended expires, or
- (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

[Rule 33 CCS(Leave) Rules 1972]

CONFIRMATION

21. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

22. Confirmation will be made only once in the service of an official which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. Confirmation is de linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. A specific order of confirmation will be issued when the case is cleared from all angles.

[OM No. 18011/1/86-Estt.(D) dated 28.03.1988]

23. On satisfactory completion of the period of probation or extension thereof, the Government may confirm a temporary Government servant to his appointment from the date of completion of the period of his probation or extension thereof.

[OM No. 18011/1/86-Estt.(D) dated 28.03.1988]

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24. The date from which confirmation should be given effect to is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such a probationer shall be deemed to have continued on probation.

IOM No. 21011/2/80-Estt.(C) dated 19.05.1983]

25. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and incase the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be.

IOM No. 18011/1/86-Estt.(D) dated 28.03.1988]

26. Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactory, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

IOM No. 18011/1/86-Estt.(D) dated 28.03.1988]

27. A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. Where, however, a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. Within that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.

IOM No. 18011/3/88-Estt(D) dated 24.09.1992]

No. AB.14017/48/2010-Estt.(RR)
Government of India
Ministry of Personnel, PG & Pensions
(Department of Personnel & Training)

New Delhi the 31st December, 2010

OFFICE MEMORANDUM

Sub: Revision of guidelines for framing / amendment / relaxation of Recruitment Rules.

The undersigned is directed to state that instructions on framing / amendment of Recruitment Rules were issued in a consolidated form in this Department's OM No. AB.14017/12/87-Estt.(RR) dated 18.3.1988. Subsequently, a number of orders and clarifications have been issued on the subject.

2. The existing instructions have been reviewed in consultation with UPSC and consolidated in the form of "**Guidelines on framing / amendment / relaxation of recruitment rules**", a copy of which is enclosed. The number and the date of original OM has been referred in the relevant instructions for easy reference to the context. The Guidelines on framing / amendment / relaxation of recruitment rules along with the relevant instructions and existing model RRs are available on the DoPT website www.persmin.nic.in* in the dynamic form of Handbook on Recruitment Rules, 2010.

2. Hindi Version will follow.

(Smita Kumar)
Director (E-I)
Tel: 23092479

*(Link: Circular → Establishment → Recruitment Policies)

To

All Ministries and Departments of the Government of India

OM No. AB.14017/48/2010-Estt.,(RR) dated 31st December, 2010

Copy to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All the attached offices under the Ministry of Personnel, Public Grievances & Pension
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
16. Establishment Officer and AS.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 Copies)
19. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.
20. Establishment Desk (200) copies.

(Smita Kumar)
Director (E-I)
Tel: 23092479

**GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF
RECRUITMENT RULES**

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PART II	Procedure <ul style="list-style-type: none"> • Authorities competent to approve draft rules • Delegations to the Ministries/ Departments • Format and Forms • Model Rules • Organized Services • Consultation with DOP&T • Consultation with UPSC 	
PART III	Guidelines on preparing Schedule & Notification <p>A <i>General</i></p> <ul style="list-style-type: none"> • Initial Constitution • Consideration of seniors • Retention of existing eligibility service • Consideration of the incumbents while upgradation • Review of Recruitment Rules • Saving Clause <p>B <i>Schedule</i></p> <ul style="list-style-type: none"> • Name of post • Number of post(s) • Classification • Pay Band and Grade Pay/ Pay Scale • Selection or Non-selection • Age-limit for direct recruits • Relaxation for departmental candidates • Crucial date for calculation of the age-limit • Upper age-limit • Educational and other qualifications required for Direct recruits • Prescribing Class or Division • Relaxation Clause 	

	<ul style="list-style-type: none"> • Typing knowledge • Age/ Educational Qualification for promotees • Probation • Method of recruitment • Promotion • Director recruitment • Absorption • Absorption and Deputation • Composite method of recruitment • Quota for feeder grades • Field of selection • Qualifying Service for Promotion • Deputation • Provision for Armed Forces Personnel • DPC • Consultation with UPSC 	
PART IV	Amendments & relaxation	
PART V	Follow up <ul style="list-style-type: none"> • Time-limit for Notification • Laying on the Table of both the Houses • Publication in the Employment News • Reports and Quarterly returns • Informational Aids 	

ANNEXURE

	<ul style="list-style-type: none"> • Annexure I (13 column Schedule) • Annexure II (for framing of Recruitment Rules) • Annexure III (for amendment of Recruitment Rules) • Annexure IV (for relaxation of Recruitment Rules) 	
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GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF RECRUITMENT RULES

Part- I

General Guidelines

1.1 Introduction of General Principles

As soon as a decision is taken to create a new post / service or to upgrade any post or restructure any Service, action should be taken immediately by the Administrative Ministry / Department concerned to frame Recruitment Rules/ Service Rules therefore.

1.2 Recruitment Rules should be framed for all posts which are likely to last for one year or more. Posts which are created for a lesser duration may be filled on deputation by drawing officers from other offices of the Central Government, holding posts of appropriate level (analogous posts or where necessary, the next-below post with the minimum regular service prescribed for promotion) and possessing necessary qualifications required for the performance of duties attached to the post. Posts in Committees or Commissions set up for a limited duration, may be filled in the manner indicated below:

“The Administrative Ministry / Department concerned with the setting up of the Commission / Committee should make available staff on deputation to the Commission / Committees to the maximum extent possible by drawing persons from within their own Ministry / Department, failing that by circulation on all Secretariat basis and failing both by re-employment of retired pensioners belonging to the same or some other Departments.

If the Sources above are tapped, there should not be any need to resort to direct recruitment through Employment Exchange or otherwise. Where, however, direct recruitment is made, it should be on a clear understanding that their appointment will be co-terminus with the life of the Commission and that they will not have any claim for regular absorption in Government.”

PART-II

PROCEDURE

AUTHORITIES COMPETENT TO APPROVE DRAFT RULES

2.1.1 All recruitment rules including their amendments should be approved at the level of Minister-in-charge, unless the Minister has by general or special order authorized such approval at a lower level(s). The Ministries/ Departments may put up proposals for suitable delegation for approval of the Minister-in-Charge. The following scheme of delegation is suggested:

Posts/ Services	Authority
Groups C	Joint Secretary
Groups A & B posts / Services (excepting those indicated below)	Secretary
Framing of or important amendments to Recruitment Rules for posts of Heads of Departments or Service Rules for Organized Services	Minister

The above is only suggestion and the Ministries / Departments are free to follow a different pattern depending on the local situation.

DELEGATION TO THE MINISTRIES

2.1.2 The Administrative Ministries / Departments are empowered to frame / amend Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence of this Department is to be obtained in cases of framing / amendment of Recruitment Rules even for Group 'C' posts. The Ministries / Departments are competent to relax the Recruitment Rules for Group 'C' posts.

(DOPT OM No. CD.14017/10/85-Estt.(RR) dated 21.3.85 & 5.6.85)

The provisions of the Recruitment Rules governing upper age limit or qualifications for direct recruitment which are generally based on the policy guidelines issued by the Department of Personnel & Training, should not, however, be relaxed without prior concurrence of this Department.

FORMATS & FORMS

2.1.3 Recruitment Rules for Groups 'A' & 'B' posts / services as approved by the Administrative Ministry / Department should be referred to the Department of Personnel & Training first for clearance as early as possible, and not later than one month from the date of the creation of posts / Service. This is generally done by referring the file to the administrative Ministry with a self-contained note, accompanied by inter-alia, the following:

- i) Draft Recruitment Rules (for posts other than those in the Organized Services) in the proforma in Annexure I.
- ii) Supporting particulars in Annexure II.
- iii) Recruitment Rules for the feeder posts(s) and the higher post, if any.
- iv) Present sanctioned strength of the post for which rules are being framed as also of the lower and higher posts.

2.2 Model Recruitment Rules for a number of posts framed in consultation with the Union Public Service Commission, have been circulated to all Ministries/ Departments. While framing Recruitment Rules for such posts, the Model Rules should be adhered to.

2.3 In respect of framing of Recruitment Rules for posts which are not covered by any of the Organized Services, the format of a Notification accompanied by the 13 column Schedule as given in Annexure I* shall be used. As for Organized Services, comprehensive Service Rules shall be framed covering, inter alia, the following aspects:-

1. Short Title and Commencement
2. Definitions
3. Constitution
4. Grades, Authorized Strength and its review
5. Members of the Service
6. Initial constitution of the service.
7. Future maintenance of the service
8. Appointments by deputation
9. Seniority
10. Probation
11. Appointment to the service
12. Liability for service in any part of India and other conditions of service.
13. Disqualifications
14. Power to relax
15. Savings
16. Interpretation
17. Repeal

- * The column 6 of the erstwhile schedule related to benefit of added years of service has been deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.

CONSULTATION WITH DOPT

2.4 Ordinarily, the draft Recruitment Rules will be returned by the Department of Personnel & Training with their comments, within a month from the date of reference to that Department. If the circumstances of a case require more time for scrutiny / discussion, the administrative Ministry / Department will be informed of the same and where there are many points for clarification, the Ministries may also be requested to discuss the case with the officers of the Department of Personnel & Training.

CONSULTATION WITH UPSC

2.5 After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry / Department should refer the draft Recruitment Rules for posts/ services which are within the purview of the UPSC in a self-contained letter to the Commission, along with the information in the prescribed proforma (Annexure II). It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare where required) has been obtained in respect of the proposals in question. Where the procedure for consultation with the Commission has been followed and information necessary for consideration of the proposal has been fully given, it should be possible for the Commission to convey their advice ordinarily within 4 to 5 weeks. If the Commission's advice is not received within this time, the administrative Ministry / Department may settle the matter by personal discussion with the officers concerned in the Commission.

PART-III**GUIDELINES ON PREPARING SCHEDULE & NOTIFICATION****A. GENERAL****INITIAL CONSTITUTION**

3.1.1. In cases where a new service is formed and the Recruitment Rules are framed for the first time and that there are officers already holding different categories of posts proposed to be included in the service on a regular / long term basis, a suitable 'Initial Constitution' Clause may be inserted in the Notification so as to count the regular service rendered by such officers before the date of notification of the Rules.

CONSIDERATION OF SENIORS

3.1.2 It may so happen that in some cases of promotion, the senior officers would not have completed the required service whereas the juniors would have completed the prescribed eligibility condition for promotion. In such cases, seniors will be left out from consideration for the higher post. To avoid such a situation, following note may be inserted in the recruitment rules/ column in the schedule to the Recruitment Rules.

Note:

"Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service."

(DOPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.3.1996)

RETENTION OF EXISTING ELIGIBILITY SERVICE

3.1.3 Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in conformity with the guidelines issues by this Department) and the change is likely to affect adversely some persons holding the feeder grade posts on regular basis, a note to the effect that the eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules, could be included in the revised rules.

CONSIDERATION OF THE INCUMBENTS WHILE UPGRADATION

3.1.4.1 There has been merger of a number of pre-revised scales without any pre-condition for possession of higher qualifications for placement of incumbents in the higher/ upgraded scale, in the revised pay structure recommended by the 6th CPC and accepted by the Government. The procedure for assessment of suitability in such cases may, therefore, be as follows for placement in the upgraded/ merged grade:

(i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/ grade pay/ pay scale, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay/ pay scale; there is also no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. There will be no change in the inter se seniority of the incumbents in the merged grade which shall be decided based on the general instructions on the subject; and

(ii) Where all posts in a particular grade have been granted a higher replacement pay scale/ grade pay, as per upgradation recommended by the 6th CPC, suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay. Here also, there is no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay; and

(iii) Where there is a change in the Group (that is classification of the post) consequent upon the merger or upgradation and where there is no higher responsibility or higher qualification involved, assessment of the suitability will not be necessary before the revised grade is allowed. There will also be no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. However, suitability of the officer who has been placed in a upgraded/ replacement pay scale which fall in Group 'A' by recommendation/ award of the Pay Commission will continue to be assessed.

3.1.4.2 Assessment of suitability will continue to be necessary in the following situations arising out of cadre reviews, restructuring etc., not covered in the recommendations of the 6th CPC:

(i) where the upgradation involves higher responsibilities and higher eligibility service;

(ii) where the upgradation or merger is part; where the upgraded post will be the promotion grade for the posts left in the lower grade and the normal DPC procedure will apply.

(DOPT OM No. AB 14017/66/2008-Estt (RR) dated 9.3.2009)

REVIEW OF RECRUITMENT RULES

3.1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effecting such change as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

SAVING CLAUSE

3.1.6 A revised "Saving Clause" as given below may be inserted in the covering Notification.

"Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

B. SCHEDULE

NAME OF POST

3.2 Column 1 (Name of post)

Name of the post may (with sub-title, if any) be clearly specified.

NUMBER OF POST(s)

3.3 Column 2 (Number of posts)

The exact number of posts (with the relevant year in brackets) may be indicated. The number of posts is an integral basis for determining the method of recruitment to any category of posts in as much as the quota of direct recruitment, promotion etc., is to be decided after taking into account the number of posts. Therefore, whenever there is a substantial change in the number of posts, the administrative Ministry should initiate action to review the existing rules, particularly the method of recruitment. The effect of the change in the strength on the method prescribed in the rules for the next higher and lower categories of posts should also be studied. There should be an asterisk and in a foot note below the asterisk, it should be stated "subject to variation dependent on workload".

CLASSIFICATION

3.4 Column 3 (Classification)

Classification of the post / Service may be shown in the order indicated below:

1. (a) If it is a Service, Central Civil Service Group A, B or C as specified in Rule 4 of the Central Civil Service (Classification, Control and Appeal) Rules (not its nomenclature as Indian Meteorological Service Group A).

(b) If it is a post, General Central Service Group A, B or C as specified in Rule 6 of CCS (CCA) Rules.

(c) All civil posts under the Union shall be classified w.e.f. 9.4.2009 as follows:-

S. No.	Description of Posts	Classification of Posts
1.(a)	A Central Civil post in Cabinet Secretary's Scale (Rs. 90000 – fixed), Apex Scale (Rs. 80000 – fixed) and Higher Administrative Grade plus Scale (Rs. 75500 – 80000); and	Group A

(b)	A Central Civil post in Higher Administrative Grade Scale (Rs. 67000 – annual increment @ 3% - 79000); and A Central Civil post carrying the following grade pays: - Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400 – 67000 in Pay Band-4 and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3.	
2.	A Central Civil post carrying the following grade pays: - Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays: - Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1.	Group C
4.	A Central Civil post carrying the following grade pays: - Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440-7440 in –IS Scale.	Group D (till the posts are upgraded)

(DOPT Order S.O. 946(E) dated 9.4.2009 (File No. 11012/7/2008-Estt.A) and Department of Finance G.S.R. No. 527E dated 16.7.2009 (File No. 01/01/2008-IC)

2. Whether Gazetted or Non-Gazetted.
3. Whether Ministerial or Non-Ministerial [FR 9 (17)]

PAY BAND AND GRADE PAY/ PAY SCALE

3.5 Column 4 (Pay Band and Grade Pay/Pay Scale)

The full Pay Band and Grade Pay/Pay Scale should be indicated. Special pay or non-practising allowance (in respect of medical posts), if any, should also be mentioned.

SELECTION OR NON-SELECTION

3.6 Column 5 (Whether selection post or non-selection post)

When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or absorption, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / deputation), the words "Not Applicable" may be used.

(DOPT OM No. 35034/7/97-Estt. (D) dated 8.2.2002)

AGE LIMIT FOR DIRECT RECRUITS

3.7.1 Column 6: (Age for direct recruits)

This column may be filled by any one of the methods indicated below:-

(a) "Not exceeding.....years".
(Where only the maximum age-limit is intended to be prescribed.

(b) "Betweenandyears"

(DP&AR OM No. 2/66/71-Estt.(D) dated 6.9.75)

RELAXATION FOR DEPARTMENTAL CANDIDATES

3.7.2 A provision may be made in the rules for relaxation of the upper age-limit for departmental candidates upto 40 years for appointment by direct recruitment to Groups C posts. Provision on age-relaxation in favour of Government servants for appointment by direct recruitment to Groups A and B posts may be made by inserting the following note:

“(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)”

CRUCIAL DATE FOR CALCULATION OF THE AGE LIMIT

3.7.3 In the case of recruitment through the UPSC and the Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the UPSC / SSC. In the case of other recruitment, the following Note may be inserted according to the requirements:

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

UPPER AGE LIMIT

3.7.4.1 The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

	Posts	Age Limits
(i)	Posts having Grade Pay more than Grade Pay Rs. 7600	Preferably below 50 years *
(ii)	Posts having Grade Pay Rs. 7600	50 years
(iii)	Posts having Grade Pay Rs. 6600	40 years
(iv)	Posts having Grade Pay Rs. 5400	35 years
(v)	Posts having Grade Pay Rs. 4200, 4600 & 4800	30 years
(vi)	Posts having Grade Pay Rs. 1800, 1900, 2000, 2400 & 2800	Between 18 and 25 years.

* Ministries may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit in accordance with Para 3.7.1.

3.7.4.2 The upper age limit for recruitment by the method of Direct Open Competitive Examination to the Central Civil Services and Civil post on the date of commencement of the Central Civil Services and Civil posts (Upper age – limit for Direct Recruitment) Rules 1998, shall be increased by two years.

The above said rules shall not apply to recruitment to Para Military Forces, namely, Assam Rifles, Border Security Force, Central Industrial Security Force, Central Reserve Police Force and Indo-Tibetan Border Police.

Note: - "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by interview or by contract or by absorption or deputation.

(DOPT Notification No. G.S.R. 758(E) dated 21.12.1998 (File No.15012/6/98-Estt. (D))

EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITS

3.8.1 Column 7: (Educational and other qualifications required for direct recruits).

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.

The Ministries/ Departments may clearly specify the educational qualifications and thereby, avoid usage of the term 'or equivalent'. They are also instructed to clearly prescribe an exhaustive list of educational qualifications so as to match the duties and responsibilities of the post.

The experience prescribed by the Ministries/ Departments must be clear and quantified while also clearly bringing out the specific areas in which the experience is required so as to match the duties and responsibilities of the post.

PRESCRIBING CLASS OR DIVISION

3.8.2 Prescribing Class or Division:

Prescribing First or Second Class/ Division in respect of an educational qualification e.g. Degree may be avoided. A simple Degree / Master's Degree may be prescribed as there is difference in the assessment by various Universities / Boards and there may not also be any uniformity in the percentage of marks for deciding a Class / Division. It should, however, be ensured that qualifications and experience prescribed should be the minimum required for the post. The mere fact that persons with higher qualifications are available should not be the ground for stepping up the minimum required qualification / experience.

RELAXATION CLAUSE

3.8.3 The relaxation clause on the following lines may also be incorporated below the essential qualifications:

Note 1: Qualifications are relaxable at the discretion of the UPSC / SSC / Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission / Staff Selection Commission / Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the UPSC / Staff Selection Commission / Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

(DP&AR OM No. 14034/5/82-Estt.(D) dated 5.11.83)

TYPING KNOWLEDGE

3.8.4 In respect of Group 'C' posts, if the Ministries / Departments consider typing knowledge as essential, the skill tests shall only be conducted only on computers and typing speed of 35 words per minute in English or 30 words per minute in Hindi (Time allowed – 10 minutes) may be provided as an 'essential' qualification.

(DOP&T OM No. CD.14017/26/85-Estt.(RR) dated 1.7.85, OM No. AB-14017/20/2008 – Estt. (RR) dated 17.5.2010) & Notification No. AB 14017/32/2009-Estt.(RR) dated 04th August, 2010

AGE/ EDUCATIONAL QUALIFICATION FOR PROMOTEES

3.9 Column: 8 (whether age / education qualifications prescribed for direct recruits will apply in the case of promotees)

It should precisely be stated whether age and educational qualifications prescribed for direct recruits should also apply in the case of promotees. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees. Regarding educational qualifications, these are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group A posts in the Pay Band-3 Grade Pay Rs. 6600 and above. Sometimes the qualifications for junior Group A posts and Group B posts may not be insisted upon in full but only the basic qualification in the discipline may be insisted upon. For example, if a degree in Civil Engineering is the qualification prescribed for direct recruits, the promotees may be required to possess at least a Diploma in Civil Engineering. In such cases, the entry under this column may be edited as "Educational Qualifications: No, but must possess at least"

PROBATION

3.10.1 Column 9 (Period of probation)

In the case of Organized Services, the following standard provision may be inserted in the Recruitment Rules.

PROBATION

1. Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2. On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive vacancies, as the case may be.

3. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

4. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

5. As regards other matters relating to probation, the members of the Service will be governed by the instructions issued by the Government in this regard from time to time.

(DP&AR OM No. AB.14017/5/83-Estt.(RR) dated 7.5.84)

3.10.2 In the case of other posts, the period of probation. may be prescribed on the following lines:

S. No.	Method of appointment	Period of probation
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation
2.	Promotion from one Group to another e.g. Group B to Group A	2 years or the period of probation prescribed for the direct recruitment to the post, if any
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4.	Officers re-employed before the age of superannuation.	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation

(DOP&T OM No. 21011/2/80-Estt (C) dated 19.5.1983)

METHODS OF RECRUITMENT

3.11.1 Column 10: (Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods).

The different methods of recruitment, viz:

- (a) Promotion
- (b) Direct Recruitment
- (c) Deputation
- (d) Absorption
- (e) Re-employment
- (f) Short-term contract

And the percentage of vacancies to be filled by each method that may be prescribed for a particular post or Service depend on a judicious blending of several considerations, e.g.,

- (i) the nature of duties, qualifications and experience required;
- (ii) the availability of suitable personnel possessing, the requisite qualifications and experience within a cadre.
- (iii) The need for ensuring that suitable incentives exist for the maintenance of an adequate standard of efficiency in the cadre;
- (iv) Consideration of the question whether, having regard to the role to be performed by a specified cadre or Service, it is necessary to provide for direct intake of officers at an appropriate level with a view to injecting fresh knowledge and experience that may not be normally available in a particular Service or Department etc.
- (v) The proper mix of the six methods of recruitment mentioned at (a) to (f) above.

PROMOTION

3.11.2 Promotion may be kept as a method of recruitment depending upon the availability of the field of consideration. Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate, i.e., normally the feeder grade should range from 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. For posts which are to be filled by non-selection, it is not necessary that the feeder grades should consist three times of posts in the higher grade. For computing the base for promotion and determining the ratio of higher grade to the feeder grade, the number of sanctioned posts in the two grades (and not the number of vacancies at any one point of time) should be taken into consideration.

3.11.3 The need for mandatory training before promotion may be considered by Ministries/ Department, where necessary, for incorporating suitable provision for training while prescribing eligibility service for promotion under Column 11.

DIRECT RECRUITMENT

3.11.4 If direct recruitment is the only method of recruitment, it may so happen that the Ministries / Departments may not be able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave etc. In order to avoid such a contingency, the following "Note" may be inserted:

Note: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government.

- (a) (i) holding analogous posts on regular basis; or
(ii) with years regular service in posts in the Pay Band
Grade Pay Rs.....; and
- (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7".

(DOP&T OM No. 14017/8/84-Estt.(RR) dated 19.6.86)

ABSORPTION

3.11.5 "Absorption" may be kept as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Government Departments and State Governments. "Short-term contract" is also a form of deputation and this applies to officers from non-Government bodies, e.g. Universities, recognized Research Institutions. Public Undertakings, etc. for teaching, research, scientific and technical posts. This method may be included in the rules if it is considered desirable that the above noted non-Government bodies are also tapped. In the case of isolated posts, it will be desirable to keep the method of recruitment of deputation / short-term contract, as, otherwise, the incumbents of the such posts, if directly recruited, will not have any avenue of promotion. In fact, it may be worthwhile to bring such posts into an organized cadre / service rather than fill them by deputation from outside for limited periods from time to time. Care should always be taken to ensure that the officers holding posts, other than in an Organized Service, have enough prospects for advancement in their own line. For this purpose, the administrative Ministry / Department should bring together all such isolated posts requiring similar educational qualifications, experience involving similar functions etc. into different groups to provide enough channels of promotion.

ABSORPTION AND DEPUTATION

3.11.6 "Absorption" and "deputation" are not synonymous and there is a substantial difference between "absorption" and "deputation". Under the provision "absorption", the officer who will come, may be permanently absorbed in the post / grade. Such an "absorption" can be effected only in the "case of officers from the Central / State Government. Under "deputation including short-term contract", an officer from outside can come for a limited period, by the end of which will have to revert to his parent cadre.

COMPOSITE METHOD OF RECRUITMENT

3.11.7 In cases where the method of promotion is by 'selection' and the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract) / promotion" is prescribed so that the

departmental officer is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short-term contract for the prescribed period of deputation / short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

QUOTA FOR FEEDER GRADES

3.11.8 In cases where there are two or more feeder grades, a separate percentage for promotion may be prescribed to each of the feeder grade.

FIELDS OF SELECTION

3.12.1 Column 11: (Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract/ re-employment is to be made)

The fields of selection under the various methods should be clearly specified. If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service. With a view to making the position clear, the field may be specified as "with _____ years" service in the grade rendered after appointment thereto on a regular basis". The field for "deputation/ short-term contract/ absorption should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

In some cases, different periods of qualifying services in the respective grade post on account of different scales of pay are prescribed for promotion in the Recruitment Rules. In order to facilitate preparation of an eligibility list for promotion, in cases where no separate quotas for each different grade have been prescribed, a "Note" as under may be added:

"NOTE: - The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post."

QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		
From Grade Pay (in Rs)	To Grade Pay (in Rs)	Qualifying Service (in years)
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG + Scale	Apex Scale	1 year

(DOPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated 12.3.2010)

DEPUTATION

3.12.3 In cases where 'deputation/short-term contract' has been prescribed as a method of recruitment, the following provision may be made in respect of the period of deputation:

“(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed----- years)”.

(DOPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86)

The period of deputation for a particular grade or cadre is dependent upon the pay scale of the post to which deputation is being made. For the top level i.e. for posts having Grade Pay of Rs. 8700 or above, the period prescribed is '5 years', for the Middle Management Level i.e. for posts having Grade Pay of Rs. 6600 or above but below Rs. 8700/-, the period is '4 years' and for all other lower levels it is normally '3 years'. However, the Ministries/Departments, depending upon their requirements, the field of availability and the qualifications prescribed, should decide the period of deputation in consultation with the Department of Personnel and Training and the Union Public Service Commission.

3.12.4.1 For the purpose of determining the period of deputation, the posts may be broadly divided into the following 3 categories:-

- (i) posts where deputation allowance is admissible and the personnel are drawn from an identical grade or a grade below but with the requisite qualifications and experience to man such posts;
- (ii) posts which are manned by officers on deputation from various Services and have fixed tenure such as 3 years for Under Secretary, 4 years for Deputy Secretary and 5 years for Director/Joint Secretary in Central Secretariat; and
- (iii) Isolated ex-cadre posts and specialized technical posts for which persons are drawn from all fields on the basis of deputation, absorption, direct recruitment and in some cases on promotion depending upon the availability of suitable persons for these posts.

3.12.4.2. So far as posts (i) are concerned, the period of deputation for them may be prescribed as 3 years.

In respect of category (ii) the period of deputation may be prescribed in accordance with the tenure fixed for such posts.

The posts which fall in category (iii) viz., the posts which are in the highly specialized fields like, agriculture, irrigation, power, health planning etc. where too frequent replacements would affect continuity in the organization as well as render the accumulative wealth of experience redundant, the period of deputation for such posts may be prescribed as 5 years.

Besides, in some cases, the personnel are given specialized training in short spurts over a period to make them capable of handling the job adequately. In such cases also the period of deputation may be prescribed as 5 years.

3.12.4.3 With a view to remove any ambiguity regarding determination of eligibility for absorption/ deputation, the following guidelines may be followed: -

(i) In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/ Department/ Organization responsible for making appointment to the post i.e. originating Ministry etc.

(ii) In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

(DOPT OM No. AB-14017/11/86-Estt. (RR) dated 22.1.1987)

PROVISION FOR ARMED FORCES PERSONNEL

3.12.4.4 In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the recruitment rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts.

(AB.14017/13/85-Estt.(RR) dated 31.5.85)

3.12.4.5 All the Ministries/ Departments should examine and identify the posts in which military experience either in general or in specific fields or posts would be of distinct advantage, and incorporate necessary provisions in the recruitment rules for lateral induction of Armed Forces Personnel. In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the Recruitment Rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts. With a view to ensuring that this decision is implemented, the Ministries were called upon to make suitable amendment to the respective recruitment rules.

In order to have uniformity in amending the Rules it has been decided, in consultation with the UPSC, that the necessary provisions for lateral induction of the Armed Forces Personnel will be incorporated in the recruitment rules as given below:

In Col. 10: (Method of recruitment):

“For Ex-Servicemen
Deputation/ re-employment”

In Col. 11: “For Ex-Servicemen

Deputation/ re-employment: -

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.”

(DOPT OM No. AB.14017/13/85-Estt.(RR) dated 1.5.1986)

DEPARTMENTAL PROMOTION COMMITTEE

3.13.1 Column 12: (if a DPC exists, what is the composition)

When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee may be indicated. In all cases, the minimum number of officers to be included in the DPC should be 3 and as far as possible the departments may avoid various alternative designations of officers which may cause confusion. In the case of promotion to Group ‘A’ posts, the Union Public Service Commission shall also be associated; this position may be made clear as follows:

GROUP ‘A’ DPC

According to requirement in each case:-

- | | |
|------------------------------------|------------|
| (i) Chairman or Member of the UPSC | - Chairman |
| (ii) | - Member |
| (iii) | - Member |
| (iv) | - Member |

The total strength of DPC including Chairman need not necessarily be an odd number, as the decision is to be taken as a joint one.

The composition of DPC should be clear, firm and include minimum 3 members including the Chairman. Whenever alternative members are proposed in

the composition of DPC, such members are to be associated only in the absence of the former.

(DP&AR OM NO. 14017/1/75-Estt. (D) Cell dated 27.11.75)

3.13.2 Members included in DPCs for Groups 'A' & 'B' posts should be officers who are at least one step above the post in which the promotion/confirmation is to be made. In respect of DPCs for Group 'C' posts, the Chairman of the DPC should be an officer of a sufficiently high level and one of the Members of the DPC should be an officer from a Department not connected with the one in which promotions are considered. The other Member should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed.

3.13.3 Endeavour should also be made to nominate SC/ST officers on the DPC constituted for various posts/services. However, the Recruitment Rules need not indicate the SC/ST officer as a DPC Member as inclusion of such an officer is covered by executive instructions.

3.13.4 The UPSC need not be associated in respect of posts where the promotion is based on non-selection.

3.13.5 The DPC consists of Chairman and Members only. The term "Member Secretary" should not, therefore, be used. In some cases, in accordance with provisions of the Recruitment Rules, the appointment to a post is required to be made only by deputation (including short-term contract) or re-employment. In such cases, the selection is not to be made by a DPC. The composition of the DPC need not, therefore, be indicated and the entry shown as "Not applicable".

3.13.6 The Union Public Service Commission is now not required to be associated with DPCs for considering cases of confirmation of Group "A" and "B" officers. It would be necessary to indicate separately the composition of the DPC for considering cases of confirmation in the case of appointment by promotion/direct recruitment/absorption. In such cases, the heading may read as "Group 'A' or Group 'B' DPC (for considering cases of confirmation)" and composition of the DPC mentioned thereunder.

CONSULTATION WITH UPSC

3.14 Column 13: (circumstances in which UPSC to be consulted in making recruitment)

The circumstances in which the Union Public Service Commission are to be consulted in making recruitment to the posts within their purview should be clearly indicated. Cases in which the Commission are to be consulted are illustrated below:-

(i) Direct Recruitment

(ii) Re-employment

(iii) In all cases of 'absorption', the Commission shall be consulted. Such consultation is necessary because permanent arrangements are being made without resorting to the method of open recruitment and the Commission would ensure that the post has been circulated widely as per the provisions of the rules and the best person is selected.

(iv) When the composite method of recruitment is prescribed i.e. the departmental candidate is to be considered along with outsiders, the selection shall be made by the Commission only.

(v) For purpose of promotion from Group 'A' post to another Group 'A' post, consultation with the Commission is not necessary as per UPSC (Exemption from Consultation) Regulations, 1958. But, as the DPC for considering promotions within Group 'A' posts shall be presided over by Chairman/Member of the Commission, necessary provisions may be made in the DPC Col. (i.e. Col.12).

(vi) The Ministries/ Department are advised that if there are overriding compulsions for filling any Group A or Group B post in the absence of Recruitment Rules, then they may make reference to UPSC for determination of method of recruitment as a onetime measure for filling up of a post on regular basis.

DOPT OM No. AB-14017/79/2006-Estt.(RR) dated 6th September, 2007 and OM No. 39021/5/83-Estt. (B) dated 9th July, 1985

(vii) When the field of deputation for Group 'A' posts consists of Central Group 'A' officers only, consultation with the Commission for selection of an officer is not necessary. If the field for consideration includes State Government Officers or Group 'A' & 'B' officers of the Central Government simultaneously, selection for the post shall be done through the UPSC. When the field for consideration is made more broad-based and consists of not only Central/State Government officers but also officers from non-Government institutions, the selection shall always be done through the Commission. This is tantamount to direct recruitment and the Commission would ensure that the post has been circulated to all the authorities held down in the field and the best person is selected.

(viii) Any relaxation or amendment of the provisions of the Recruitment Rules.

(ix) Exemption from Consultation with UPSC is governed by the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time and the Central Civil Services and Civil Posts (Consultation with Union Public Commission) Rules, 1999 as amended.

PART IV

AMENDMENTS AND RELAXATIONS

4.1 Amendment proposals should be sent to this Department and UPSC in the format as given in Annexure-III. The reasons for making amendments should be clearly indicated. A copy of the Recruitment Rules in which amendments are made should always be enclosed, duly referenced and flagged.

4.2 All Recruitment Rules should contain a "Power to relax" clause in the covering notification or in the body itself (in the case of organized services).

4.3 Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

4.4 Relaxation of rules is to be resorted to on rare occasions. Such a relaxation should not be a regular feature.

4.5 Before resorting to relaxation of Recruitment Rules, the Ministries/Departments should explore the feasibility of filling up a post by other methods of recruitment provided in the rules. In the case of 'deputation', the vacancies should have been circulated in the employment News before consideration of relaxation.

4.6 Relaxation proposals should be sent to this Department in Annexure-IV after obtaining the approval of at least Joint Secretary level officer in the Ministry/Department concerned.

PART - VFOLLOW UP

5.1 In case the provisions of the final Recruitment Rules as approved by the Commission are at variance with the draft rules as concurred in by the Department of Personnel and Training, the changes should be brought to the notice of the Department of Personnel & Training.

5.2 TIME LIMIT FOR NOTIFICATION

The Recruitment Rules or amendment(s) thereto as finally approved by the Union Public Service Commission are required to be notified within a period of 10 weeks from the date of receipt of their advice letter. This time limit should be strictly adhered to.

5.3 LAYING ON THE TABLE OF BOTH THE HOUSES

Although the Recruitment Rules are statutory in nature, the copies of the notification of the same need not be placed on the Table of both the Houses of Parliament (CSL 14017/2/81-Estt. (RR) as Article 309 of the Constitution, under which these are framed, does not prescribe this is being done.

5.4 PUBLICATION IN THE EMPLOYMENT NEWS

In order to have adequate number of officers for posts which are to be filled by 'deputation', the vacancy circulars should invariably be published in the 'Employment News'. This will be in addition to the normal method of circulation to various Ministries/Departments and other agencies mentioned in the Recruitment Rules. The minimum time allowed for receipt of nominations should be 2 months. In a few cases where there are compelling reasons to fill the vacancy on urgent basis, a shorter time limit, which should not be less than 6 weeks may be prescribed with the approval of the Joint Secretary concerned. When a reference is made to UPSC for selection on 'deputation', the Ministries/Departments should enclose a certification to the effect that the vacancy circular has been dispatched to all the agencies prescribed in the rules and that the gist of the Circular has appeared in the Employment News.

5.5 REPORTS & QUARTERLY RETURNS

Quarterly returns in respect of the recruitment rules for service should be sent in time to the Department of Personnel & Training and the Union Public Service Commission (for Group 'A' & 'B' posts) to enable them to keep a watch on the progress made in finalizing the recruitment rules.

(D.P. & A.R. O.M. No. 2/24/74-Estt. (D) dated 17-10-74)

5.6 INFORMATIONAL AIDS

In order to facilitate framing of draft recruitment rules, the Ministries/ Departments are requested to make use of the following materials:

- (i) Handbook on Recruitment Rules.
- (ii) Instructions on probation and Constitution of DPCs.
- (iii) UPSC (Exemption from consultation) Regulations, 1958
- (iv) Model Recruitment Rules issued by the Department of Personnel & Training in respect of various categories of posts.

ANNEXURE I

RECRUITMENT RULES FOR

IN THE MINISTRY OF

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
	*Number (year) * Subject to variation dependent on workload					

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13

ANNEXURE II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a) Name of the posts	
	(b) Name of the Ministry/Department	
	(c) Number of posts	
	(d) Scale of pay	
	(e) Class and service to which the posts belong	
	(f) Ministerial or non-Ministerial)of F.R.9 (17)	
2.	Appointing Authority	
3.	Duties of the post in detail	
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	
5.	Methods of recruitment proposed-	
6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts in the field of promotion:	
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	

Contd.../-

	(f) (i) Is the promotion to be made on selection or non-selection basis?	
	(ii) Reasons for the proposal (i) above.	
	(g) If a DPC exists, what is its composition.	
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8.	If direct recruitment is proposed as a method of recruitment please state	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	
	(b) Indicate if there are any promotional avenues for the direct recruits?	
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	

Contd.../-

	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	(b) The percentage of vacancies proposed to be filled by this method.	
	(c) The period to which deputation will be limited.	
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	
12	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals
Telephone No. _____

Place:
Date:

ANNEXURE III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post:
(b) Name of the Ministry/Deptt.:
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions approved/ rules	in the existing	Revised provisions proposed	Reasons for the revision proposed

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals
Telephone No.-----

Place:
Date:

ANNEXURE IV

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for relaxation of Recruitment Rules.

1	(a) Name of the post. (b) Name of the Ministry/Department. (c) Scale of pay (d) Class and service to which the post belongs to: (e) Is the promotion to be made on selection or non-selection basis.	
2.	Updated copy of the Recruitment Rules with covering notification.	
3.	Have the alternative methods of recruitment been tried by the Department. If so, indicate the results.	
4.	In the case of direct recruitment, is it necessary to revise the qualifications if the method of recruitment has failed more than once?	
5.	In the case of 'deputation' it may be indicated whether the vacancies were circulated through Employment News as required by the Department of Personnel and Training OM No. 14017/17/83 dated 22.5.86	
6.	Seniority List of officers who are to be considered for relaxation, to be attached.	
7.	In case probation period is prescribed for the officers under consideration, please indicate whether the officers have satisfactorily completed the probation period.	
8.	The number of years of ad hoc service (in the feeder grade) put in by the officers whose case is being considered for relaxation, with details	
9.	The reasons for making ad hoc appointments referred to in item 8 above, may be indicated: (a) Delay in DPC (b) Pending Court cases (c) Finalization of Recruitment Rules (d) Any other reasons.	

Contd../-

10.	In case of Organized Services, the number of years of total Group 'A' Service (only regular service) may be indicated.	
11.	In the case of Organized services, it may be indicated whether the proposals is a result of cadre review of the Service.	
12.	Has the proposal been approved by Secretary/Joint Secretary level officer in the Ministry/Department.	
13.	Name, address and telephone number of the Ministry's representative with whom the proposals may be discussed, if necessary, for clarification/early decision.	

Place:

Signature of the Officer sending the proposals

Date:

Telephone No. _____
