

**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?			
30	Certificate to the effect that the draft RRs have been uploaded on the website of the concerned Ministry/ Department for 30 days, seeking comments of the stake holders be enclosed.	Yes	No	NA