

PROFORMA FOR REFERRING PROPOSAL TO THE UNION PUBLIC SERVICE COMMISSION FOR SELECTION OF OFFICERS FOR APPOINTMENT ON DEPUTATION/ TRANSFER/ CONTRACT

1.	Name of Ministry/ Department / Office	
2.	Grade/ Post for which selection is to be made for <u>appointment on deputation / transfer/ contract</u> a) Designation b) Classification c) Scale of Pay	
3.	Total number of post(s) in the Grade a) Number of posts filled on regular basis: By direct recruitment By promotion By Deputation By Transfer By Contract	
	b) Number filled on ad-hoc basis, if any. Initial date(s) from which ad-hoc appointments had been made c) Number unfilled	
4.	a) Number of regular vacancies falling under deputation quota now reported. (In terms of instructions contained in para 4.1. of DOP&AR OM No.22011/5/86-Estt.(D) dated 10.4.89) b) Date(s) of occurrence of vacancy(s) in (a) above	
5.	Complete job description i.e. <u>duties attached to the post</u> (separate sheet to be attached)	
6.	<u>Recruitment Rules for the grade/post</u> a) Date on which the Recruitment Rules were notified in the Gazette of India and UPSC reference number under which they were approved b) Method of recruitment:- % direct recruitment % promotion % deputation/transfer c) Whether up-to-date copy of the recruitment rules has been enclosed? (this should invariably be sent for reference). If any change in the Recruitment Rules has been agreed to by the Commission after they were notified, details should be attached.	
7.	<u>Relaxation</u> a) Whether any relaxation involved b) if so, whether DOP's approval taken c) Whether relaxation indicated in the vacancy circular	
8.	Method of recruitment followed for filling up the last vacancy	

	in the grade.	
9.	UPSC reference number under which selection for appointment on deputation was last considered.	
10.	<p>a) Whether the post was circulated to all the authorities provided in the Recruitment Rules? If not, state reasons (Please enclose a copy of the circular issued alongwith a list or organizations to whom it was sent). A certificate to the effect that the copies of the vacancy circular have been dispatched to all the authorities mentioned in the recruitment rules to be attached.</p> <p>b) Whether the post was published in the Employment News vide Deptt. of Personnel & Training No.O.M. No.14017/17/83-Est(RR) dt. 17.7.85 & 22.5.86, if so, a copy of relevant extracts to be enclosed.</p> <p>c) Total number of applications received in response to the circular / Employment News.</p> <p>d) No. of applicants considered eligible.</p> <p>e) No. of applicants considered ineligible.</p> <p>f) Whether bio-data in original of all applicants have been enclosed.</p> <p>g) Whether the proforma showing names and qualifications possessed by the applicant and those prescribed in the Recruitment Rules has been enclosed (vide DOP&T O.M. No.39011/8/81-Estt(B) dt. 18.7.81).</p>	
11.	<p><u>Character rolls:</u></p> <p>Complete and uptodate character rolls of all the applicants are required.</p> <p>a) Whether a list has been attached showing the names of officers whose character rolls are enclosed with this reference.</p> <p>b) Are the character rolls complete and uptodate?</p>	
12.	Whether a self-contained note explaining the proposal for deputation is enclosed.	
13.	Whether a check list on the format circulated by Deptt. of Personnel & Training <u>vide</u> their O.M. No.22011/6/86-Estt.(D) dated 20.5.86 is enclosed.	
		Signature _____ Designation _____ Date _____ Office Tel.No. _____