

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		