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 Memorandium 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.

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.

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,

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.

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

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

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

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

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

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	Pondicherrry 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

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**