

REVISED PROFORMA FOR SENDING REQUISITION

Instructions

Kindly note the following instructions before filling up the format.

- A. The Staff Selection Commission(SSC) makes recruitment of Group 'C' (non-Technical) posts and Group 'B' (non-gazetted) posts where the maximum of the Grade Pay is Rs.4600/-.
- B. The requisitions for posts in Ministries/Departments/other specified cadres in Delhi should be sent to Under Secretary(P&P). In case of Group Y posts situated in Subordinate Offices in Delhi and all Offices outside Delhi, the requisition should be sent to the concerned Regional Office of the Commission.
- C. Each requisition is to be accompanied by the following documents:-
 - a) A copy of the notified recruitment rules with GSR number.
 - b) A copy of the No Objection Certificate obtained from the Central (Surplus Staff) cell of the Deptt. Of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules, 1990 notified vide DOPT Notification No. 1/14/89-CS.III dated 28.2.1990 and DOPT letter No. 1/5/2000-CS.III dated 10.11.2000.
 - c) A Certificate in accordance with DOPT OM No. 36035/19/99-Estt.(Res.) dated 17.9.1999 in order to ensure compliance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.

Proforma

1 .(i) Organization / Office Name : Code :

(ii) Ministry/Department to which attached :

2. Complete postal address of the Head of Office of the Organization :

3. Requisition for recruitment to

(a) Name of the post : Code:

(b) Scale of pay : PB I/PB II Code: Use A for PB I & B for PB II

(c) Grade pay :

(d) Classification : Gr. C Non Technical/ Gr. B Non-Gazetted Code: Use B for Gr. 'B' Non-Gazetted Use C for Gr. 'C' Non-technical

4. Total vacancies:
(Enclose a detailed State/Union Territory –wise statement)

Details	UR <input type="text"/> 9	OBC <input type="text"/> 6	SC <input type="text"/> 1	ST <input type="text"/> 2	EWS <input type="text"/>	TOTAL
(a)Category-wise vertical vacancies/Codes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
(b) Horizontal Vacancies/Codes						
(i) Ex-serviceman <input type="text"/> 3	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
(ii) PH-OH <input type="text"/> 4	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
HH 5		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
VH <input type="text"/> 7	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

5. Any other information the indenting Office wants to provide: (Enclose separate sheet if necessary)

6. It is certified that:

- (a) The information furnished against the above mentioned columns are correct and based on the official records available with the Office;
- (b) Vacancies projected in this requisition are all regular vacancies which fall within the direct recruitment quota and necessary sanction of the Govt. for these posts is available;
- (c) The vacancies reported will not be withdrawn nor the number and category break-up of vacancies shall be altered under any circumstance;
- (d) Suitable personnel are not available with the Surplus Cell of DOPT for filling up these vacancies;
- (e) Policy relating to 4% reservation for persons with disabilities has been dully followed;
- (f) (i) * The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably indicated in the vacancy position;
(ii)* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. However, none of the vacancies reported hereby has been earmarked reserved for the disabled;
(iii)* The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities;
(iv)*The establishment/organization to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the Persons with Disabilities (Equal Oppourtunities, Protection of Rights and full Participation) Act, 1995.
- (g)* The number of vacancies for SC, ST,OBC etc. as mentioned in Column 4 above are in accordance with the reservation quota fixed by the Govt. for these communities.
- (h) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.
- (i) The posts involve/do not involve AISL.

* Strike off whichever is not applicable.

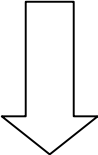
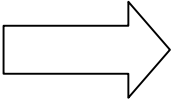
Signature and official Seal
of the Officer Authorised to
send this requisition.

State-wise/Zone-wise vacancies*

Name of Ministry/Department/Organization_____

Name of Examination_____

Post_____

State/Union Territory 	Vacancies 	SC	ST	OBC	UR	Ex-S	EWS	PH			Total (1+2+3+4)	
		1	2	3	4	5		6	VH	OH		HH
Andhra Pradesh												
Arunachal Pradesh												
Assam												
Bihar												
Chhattisgarh												
Delhi												
Gujarat												
Goa, Daman & Diu												
Himachal Pradesh												
Jammu & Kashmir												
Jharkhand												
Kerala & Lakshadweep												
Karnataka												
Maharashtra, Dadra & Nagar Haveli												
Madhya Pradesh												
Manipur												
Meghalaya												
Mizoram												
Nagaland												
Orissa												
Punjab, Haryana & Chandigarh												
Rajasthan												
Tripura												
Tamil Nadu & Puducherry												
Uttarakhand												
Uttar Pradesh												
West Bengal												
Andaman & Nicobar												

Signature & Designation
of Requisitioning Officer

*If any office has jurisdiction over two or more States/UTs or part thereof, the vacancies may be approximately shown on a note to be separately appended.

Post Codes

S.No.	Post	Code
1.	Accountant	101
2.	Assistant	102
3.	Assistant (Cypher)	103
4.	Assistant Enforcement Officer	104
5.	Assistant Sub-Inspector	105
6.	Auditor	106
7.	Compiler	107
8.	Data Entry Operator	108
9.	Divisional Accountant	109
10.	Examiner	110
11.	Hindi Pradhyapak	111
12.	Inspector	112
13.	Junior Accountant	113
14.	Junior Engineer (Civil)	114
15.	Junior Engineer (Electrical)	115
16.	Junior Engineer (Mechanical)	116
17.	Junior Hindi Translator	117
18.	Junior Translator	118
19.	Lower Division Clerk	119
20.	Multi Tasking (Non-Technical) staff	120
21.	Preventive Officer	121
22.	Scientific Assistant	122
23.	Statistical Investigator- Grade II	123
24.	Stenographer Grade C	124
25.	Stenographer Grade D	125
26.	Storekeeper	126
27.	Sub-Inspector	127
28.	Tax Assistant	128
29.	Upper Division Clerk	129

Department/Organization Codes

S.No.	Name of Organization/Department	Code
1.	Central Administrative Tribunal	0001
2.	Central Board of Excise & Customs	0002
3.	Central Bureau of Investigation	0003
4.	Central Board of Direct Taxes	0004
5	Central Public Works Department	0005
6	Central Vigilance Commission	0006
7	Coast Guard	0007
8	Controller & Auditor General of India	0008
9	Controller General of Accounts	0009
10	Controller General of Defence Accounts	0010
11	Department of Personnel & Training	0011
12	Department of Official Language	0012
13	Department of Post	0013
14	Department of Revenue	0014
15	Directorate of Enforcement	0015
16	Election Commission of India	0016
17	Intelligence Bureau	0017
18	Ministry of Defence	0018
19	Ministry of External Affairs	0019
20	Ministry of Home Affairs	0020
21	Ministry of Law & Justice	0021
22	Ministry of Parliamentary Affairs	0022
23	Ministry of Statistics & Programme Implementation	0023
24	Ministry of Social Justice & Empowerment	0024
25	Ministry of Tourism	0025
26	Military Engineering Service	0026
27	National Investigation Agency	0027
28	National Crime Bureau	0028
29	Railway Board	0029
30	The Registrar General of India	0030

Note: In case of Subordinate/ Attached Offices of the above situated other than in Delhi, the first digit may be replaced by:

- 1: North West Region (NWR)
- 2: Northern Region (NR)
- 3: Central Region (CR)
- 4: Eastern Region (ER)
- 5: North Eastern Region (NER)
- 6: Madhya Pradesh Region (MPR)
- 7: Western Region (WR)
- 8: Southern Region (SR)
- 9: Kerala & Karnataka Region (KKR)

For example, Principal A.G, Rajasthan placing requisition with the Northern Region will indicate his code as 2008. Controller of DA placing requisition with Central Region will use the code 3010.

Certificate to be given by Requisitioning Authority:

1. See DoPT O.M. No. 36035/02/2017-Estt (Res) Dated 15.1.2018 Para 10)

“It is certified that the requirements of the ‘THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016’ which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. cycle no. ... of 100 point reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities.”

**Signature and Official Seal of the Officer Authorized
to send this Requisition**

GOVERNMENT OF INDIA
Department of _____
Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

“This is to certify that the Recruitment Rules (RRs) for the post ofhave been Notified vide GSR No....., dated..... (Bilingual Copies of the notified RRs are also enclosed herewith). the Age-limit as mentioned in the RRs isyears and the relaxation in upper Age-limit to shall be available as per the standing instruction of Government of India as amended from time to time.

2. The Essential Qualification(s) attached to the post as per RRs are hereunder-

2. The Desirable Qualification(s) attached to the post as per RRs are hereunder

3. The laid down Duties and Responsibilities attached to the post are hereunder-

Official Seal	Signature of Head of Department	:
	Name	:
	Designation	:
Encl.: RRs.	Telephone No	:
	E-mail	:

NOTE : TO BE SUBMITTED BILINGUALLY INVARIABLY ALONG WITH SOFT COPY

GOVERNMENT OF INDIA
Department of
Ministry of

F.No.

Date:.....

CERTIFICATE

It is certified that the provisions of the 'THE RIGHT OF PERSONS WITH DISABILITIES ACT, 2016'* which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancy(ies) reported in this requisition fall(s) at points No(s) of Cycle No. of point reservation roster out of which Nil number of vacancy(ies) is/are reserved for persons with benchmark disabilities."

1. It is also certified that the post of MTS which is identified SUITABLE/NOT-SUITABLE for persons with Disabilities (PwD) with following Disabilities:-

Type of Disability	Category of Disability	Disability permissible/suitable for jobs attached to the post (i.e. One Arm affected, One Leg affected, Both Legs affected, One Arm & One Leg affected, Both Arms affected, Low Vision, Blind etc.)
(i) Blindness & Low Vision	VH	
(ii) Deaf & hard of hearing	HH	
(iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy	OH	
(iv)Autism, intellectual disability, specific learning disability and mental illness;	Others	
(v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindne		

Official Seal

Signature of :

Head of Department :

Name :

Designation :

Telephone No :

E-mail :

**Please refer para 10 of DOPT O.M. No. 36035/02/2017-Estt (Res), dated 15.01.2018*

GOVERNMENT OF INDIA

Department of _____
 Ministry of _____

F.No. _____ Date: _____

CERTIFICATE

It is certified that the post of _____ is classified as a 'Group C Non-Technical' post.
 (***STRIKE OUT IF NOT APPLICABLE***).

3. It is also certified that the requirement of Screening Committee Procedure wherever required, has been complied with.

4. It is also certified that the provisions of Para 2.5 of the O.M. No.7(2)/E.Coord/2013 dated 18.09.2013, as amended from time to time of Ministry of Finance, Department of Expenditure, have been taken into account while submitting the requisition.

Official Seal

Signature of :
 Head of Department
 Name :
 Designation :
 Telephone No :
 E-mail :

GOVERNMENT OF INDIA
Department of _____
Ministry of _____

F. No. _____

Date: _____

CERTIFICATE

It is certified that I have personally checked and ensured the correctness of all information given in the Requisition Form for the post of _____ with regard to the reservation of Persons with disabilities of the indented vacancy and to indicate the point of the roster against which the above vacancy falls.

Official Seal

Signature of :
Head of Department
Name :
Designation :
Telephone No :
E-mail :