

No.OL/27/07/PER-06/1258
Administration of Daman & Diu & DNH,
Department of Personnel &
Administrative Reforms,
Secretariat,
Moti Daman – 396 220

Dated: 18 / 07 / 2011

CIRCULAR

Sub: Amendment of Recruitment Rules/Service Rules consequent upon 6th Central Pay Commission recommendation.

Consequent upon the recommendation 6th Central Pay Commission, revised Pay Structure comprising Pay Band and Grade Pay/Pay Scale has come in to affect. The Department of Personnel & Training vide Office Memorandum No.AB.14017/61/2008-Estt.(RR) dated 24.03.2009 issued detail guidelines for consequential steps to amend the existing Service Rules/Recruitment Rules to be undertaken on priority basis. The detail guidelines for framing/amendment of R.Rs is issued by DoPT vide O.M. No.AB.14017/48/2010-Estt.(R.R) dated 31.12.2010, which is available at website: www.persmin.gov.in/DoPT/RecruitmentRules_Guidelines/R.R_Guidelines.pdf.

In view of the above, all the Head of Offices in Daman & Diu and Dadra & Nagar Haveli are directed to take necessary action for amendment of Recruitment Rules pertaining to their offices/departments keeping in view the guidelines issued by DoPT/UPSC as under:

- [1] In respect of Group 'A' and Group 'B' posts proposal for amendment of Recruitment Rules shall be forwarded to UPSC along with necessary documents as under:
- a. Check list.
 - b. Draft letter addressed to the Deputy Secretary (R.R.), UPSC, New Delhi.
 - c. Self Contained Note.
 - d. Draft covering Notification.
 - e. The 13 column schedule (Annexure I).
 - f. Annexure II (details in respect of number of posts, classification, method of recruitment, field of selection, essential and other qualifications, etc.) duly signed by concerned officer with Telephone Numbers.
 - g. Annexure III duly signed by concerned officer with Telephone Numbers.
 - h. Copy of the order regarding creation of the posts.
 - i. Hierarchical Chart.
 - j. Duties of the post.
 - k. Duties of the proposed Feeder posts.

- l. Copy of the Gazette Notification of the existing Recruitment Rules of the post along with copy of Gazette Notification of proposed Feeder posts, in case the proposed method of recruitment as a element of Promotion.
- m. Notes / Correspondence exchanged between the Ministry/Department in respect of proposed post.

[2] It is been observed by UPSC that while forwarding the proposal for amendment of R.Rs many deficiencies in the proposal are found. The common deficiencies found by UPSC are as under:

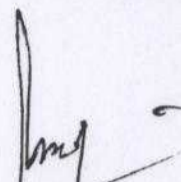
- (i) Cogent reasons for proposing amendments in Annexure-III.
- (ii) Annexure II and Annexure III are to be signed and telephone numbers are to be mentioned.
- (iii) Creation orders/abolition orders for the post and orders of the upgradation or re-designation of the posts to be furnished.
- (iv) Recruitment Rules for the Feeder post and still below Feeder posts to be enclosed.
- (v) Vague and ambiguous terms like 'supervisory experience' and 'in the relevant field' should be avoided.
- (vi) The Education Qualification be commensurate with the duties and responsibilities attached to the post.
- (vii) Promotion-Feeder grade ratio (can be 1:2) as agreed to by DoPT.
- (viii) The training element may be incorporated whenever necessary.
- (ix) "Assessment of suitability" clause be incorporated whenever necessary.
- (x) The prescription of combined services is not covered under any regulation, it is a concession and it may be prescribed whenever a new post is created at a intermediary level.
- (xi) The terms like "Knowledge of local language" should be avoided, in place of this "knowledge of speaking, reading, understanding and explaining in specific language i.e. Gujarati or Hindi" may be prescribed as per the requirement of the post.

[3] After receiving the advise from Union Public Service Commission the Recruitment Rules are required to be notified immediately in Official Gazette with approval of the administrator. The advise along with schedule/rules should be properly read and discrepancies pointed out if any, be corrected before notifying the R.Rs.

[4] As far as Group 'C' post are concerned the proposal for amendment should be submitted through concern Secretary of the Department along with all the documents mentioned in para 1 above to the Department of Personnel and Administrative Reforms, Secretariate, Moti Daman.

[5] The detail guideline for forwarding the draft proposal for amendment in to Group 'A' and Group 'B' post issued by UPSC is enclosed herewith for guidance and compliance of all Head of Officers.

All H.Os are requested to ensure that the complete proposal as prescribed by UPSC above, be submitted along with required enclosures, to UPSC for amendment of Group 'A' and Group 'B' post.


(P. S. Jani)
Joint Secretary (Pers.)

To,
All Head of Offices
Daman

Copy to:

- 1) The Staff Officer to Administrator, Secretariat, Daman & Diu, Daman.
- 2) The Development Commissioner, Secretariat, Daman & Diu, Daman.
- 3) The Finance Secretary, Secretariat, Daman & Diu, Daman.
- 4) The Managing Director, OI DC, Daman & Diu, Daman.
- 5) The Secretary (Education), Secretariat, Daman & Diu, Daman.
- 6) The Collector, Daman / Diu / DNH.
- 7) The Director of Accounts Daman / Diu / DNH.
- 8) The Deputy Secretary (Pers.), DNH to circulate in all Head of Offices in DNH and to publish in Official Gazette.
- 9) The Deputy Collector, Diu to circulate in all Head of offices in Diu District.
- 10) The Assistant Director, Government Printing Press, Daman for publication in the Official Gazette.
- 11) The Assistant Director, Official Language, Daman for translation in Hindi.
- 12) The DIO, NIC, Daman for uploading on Government website.
- 13) Office copy / Guard file.

File No. _____

UNIT- _____

RECRUITMENT (RULES) BRANCH**CHECK LIST**

Proposal for framing / amendment of Recruitment Rules
Subject:

S.No. 1 (R) Dy. No. _____ Dated _____

DOCUMENTS: 01

- | | |
|--|-----------|
| 1. Check list enclosed | YES/NO/NA |
| 2. Whether the proposal is from U.T. and if yes, whether Group 'A' or 'B' and if Group 'A' whether the proposal has been forwarded by the Ministry | YES/NO/NA |
| 3. Schedule (Annexure-I) enclosed. | YES/NO/NA |
| 4. Annexure-II enclosed. | YES/NO/NA |
| 5. Annexure-III enclosed. | YES/NO/NA |
| 6. If yes, whether annexure-II is signed. | YES/NO/NA |
| 7. If yes, whether annexure-III is signed. | YES/NO/NA |
| 8. Proposal concurred by Department of Personnel and Training. | YES/NO/NA |
| 9. If item 7 yes, whether notes exchanges furnished. | YES/NO/NA |
| 10. Concurrence of Department of P & P.W. obtained. | YES/NO/NA |
| 11. If item 9 yes, whether notes exchanged furnished. | YES/NO/NA |
| 12. Order sanctioning posts enclosed. | YES/NO/NA |
| 13. Order sanctioning additional posts enclosed. | YES/NO/NA |
| 14. In case post upgraded order furnished. | YES/NO/NA |
| 15. In case post redesignated, order furnished. | YES/NO/NA |
| 16. Duties of posts furnished. | YES/NO/NA |
| 17. Duties of feeder posts furnished. | YES/NO/NA |
| 18. Hierarchy of organization furnished. | YES/NO/NA |

PROMOTION: 02

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|---|-----------|
| 19. Whether promotion proposed. | YES/NO/NA |
| 20. If yes, whether Recruitment Rules for feeder posts finalised. | YES/NO/NA |

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|--|-----------|
| 20. Notified Recruitment Rules for feeder posts furnished. | YES/NO/NA |
| 21. Sanctioned Strength and revised scale of pay intimated. | YES/NO/NA |
| 22. Certified feeder post is for other promotional avenues. | YES/NO/NA |
| 23. No other promotional channel available to feeder post. | YES/NO/NA |
| 24. Stage of promotion asked is according to norms. | YES/NO/NA |
| 25. If not any reasons for higher promotion quota. | YES/NO/NA |
| 26. Whether extent of stagnation in the lower grade intimated. | YES/NO/NA |
| 27. Whether along with promotion transfer on deputation has been prescribed under the failing which clause. | YES/NO/NA |
| 28. Whether direct recruitment proposed under the failing which clause along with promotion is in order? | YES/NO/NA |
| 29. Whether the number of posts in the feeder grade is sufficient to prescribe 100% promotion as the only method of recruitment. | YES/NO/NA |
| 30. Promotion has not been proposed along with Transfer. | YES/NO/NA |

TRANSFER ON DEPUTATION: 03

- | | |
|---|-----------|
| 31. Whether Transfer on Deputation has been proposed. | YES/NO/NA |
| 32. If yes, the field of Transfer on Deputation is as per guidelines. | YES/NO/NA |
| 33. Whether short term contract also included. | YES/NO/NA |
| 34. Whether provision for AFP made. | YES/NO/NA |
| 35. If yes, whether ranks of AFP indicated. | YES/NO/NA |

DIRECT RECRUITMENT: 04

- | | |
|---|-----------|
| 36. Whether Direct Recruitment has been proposed. | YES/NO/NA |
| 37. If yes, whether further promotional avenues available to direct recruits. | YES/NO/NA |
| 38. Whether Age limit prescribed is in order. | YES/NO/NA |
| 39. Whether provision for filling short term vacancies made in Recruitment Rules when Direct Recruitment is the only method proposed. | YES/NO/NA |

GENERAL: 05

- | | | |
|-----|--|-----------|
| 40 | Whether details of lower posts, if any, furnished. | YES/NO/NA |
| 41. | Whether E.Qs proposed are recognised by University. | YES/NO/NA |
| 32. | Whether E.Qs proposed are in accordance with any act. | YES/NO/NA |
| 43. | Whether experience clause proposed is in order. | YES/NO/NA |
| 44. | Whether period of experience proposed is in order. | YES/NO/NA |
| 45. | Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above). | YES/NO/NA |
| 46. | Whether as per guidelines EQs are to be insisted upon for promotees. | YES/NO/NA |
| 47. | In case EQs for direct recruits are proposed to be modified and are to be applied to promotees, whether safeguards provided for existing incumbents. | YES/NO/NA |
| 48. | In case of mode was decided earlier whether particulars furnished. | YES/NO/NA |
| 49. | Composition of DPC intimated. | YES/NO/NA |
| 50. | In case of amendment whether copy of existing Recruitment Rules furnished. | YES/NO/NA |
| 51. | Whether earlier reference number intimated. | YES/NO/NA |
| 52. | Whether reasons for amendments specified. | YES/NO/NA |

RECRUITMENT RULES

In accordance with the provisions contained in Article 320 of the Constitution read with the provisions of Union Public Service Commission (Exemption from Consultation) Regulations 1958, Recruitment Rules of all Group 'A' and Group 'B' posts in various Ministries/Departments/ Service Rules for all Group 'A' and 'B' Organized Services of Government of India are required to be framed in Consultation with the Commission. Consultation with the Commission is also necessary for framing/amending Recruitment Rules for certain categories of posts under the Employees State Insurance Corporation, the Delhi Municipal Corporation, The New Delhi Municipal Council, Employees Provident Fund Organisation etc. under the relevant Acts made by Parliament in pursuance of the provisions of Article 321.

Recruitment Rules/Service Rules are statutory in nature and their main objective is to ensure appointment/selection of the best suitable candidate for a particular post by prescribing relevant experience, educational qualifications, appropriate method of recruitment keeping in view the duties and responsibilities attached to the post operating in an organisation. The RRs are an effective and extremely important tool for ensuring fair process of recruitment or selection in accordance with Constitutional provision. All proposals for framing/amending Recruitment Rules/Service Rules are examined keeping in view the cadre structure of the organisation and the guidelines/directions issued by the Govt. from time to time. After approval, the Commission's advice in the matter is communicated to the Ministry/Department concerned.

Recently, the Government has accepted the recommendations of the 6th Central Pay Commission and as a result the old pay scales have now been replaced by the Pay Band and Grade Pay. Instructions in this regard have been issued by Department of Personnel & Training through O.M. No. AB.14017/61/2008-Estt. (RR) on 24.3.2009. The detailed OM is available in the website of the DOP&T viz. www.persmin.nic.in under the Link 'Circulars'.

It is imperative that the review of the Recruitment Rules/Service Rules is taken up at regular intervals in order to make them relevant to the rapidly changing needs of the organisation.

For selecting the best suitable candidate for a job, it is necessary that while formulating a proposal for framing/amendment of Recruitment rules/ Service rules, the following principles are followed:

i) Educational qualifications are prescribed in such a manner that they are elaborative and specific and are also relevant to the duties and responsibilities attached to the post for which the recruitment rules are to be formulated.

ii) Broadly there are 7 prevailing methods of recruitment viz. promotion, deputation, absorption, short term contract (ISTC), direct recruitment, re-employment and composite method i.e. simultaneous consideration of departmental candidates for promotion alongwith outsiders for deputation. The method of recruitment needs to be recommended keeping in view the cadre structure and the strength of the sanctioned post, feeder grade and also the promotion grade to the post for which the recruitment rules are to be made. DOP&T has issued a handbook containing detailed guidelines for framing of Recruitment Rules and also Service Rules on their website www.persmin.nic.in in the Link 'Publication'.

iii) There may be instances where the method of recruitment is a combination of promotion as well as deputation or promotion failing which by deputation failing both by direct recruitment. In such cases it is necessary that the departmental candidate who are to be considered for promotion, have due and legitimate protection in case the higher educational qualifications are proposed to be prescribed for deputationists and/or direct recruits. A sample format of the 14 columns Schedule for the recruitment rules is given below for information:

1	2	3	4	5	6	7
NAME OF POST	NO. OF POST	CLASSIFI- CATION	SCALE OF PAY	WHETHER SELECTION OR NON- SELECTION POST	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	AGE LIMIT FOR DIRECT RECRUITS

8	9	10	11	12	13	14
EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	PERIOD OF PROBATION, IF ANY	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	IN CASE OF RECTT. BY PROMOTION / DEPUTATION / ABSORPTION GRADES FROM WHICH PROMOTION / DEPUTATION / ABSORPTION TO BE MADE	IF A DPC EXISTS WHAT IS ITS COMPOSITION	CIRCUMSTANCES IN WHICH UPSC TO BE CONSULTED IN MAKING RECTT.

The above format is to be followed for sending a proposal for amendment/framing of recruitment rules for any post.

In case of Service Rules, rules are made for an organized service as a whole, as opposed to an individual post or group of posts. An organized service consists of several grades (such as JTS, STS, JAG, NFSG, SAG, etc.) and the Service Rules are therefore more elaborate and comprise of various Schedules, instead of a 14 column Schedule for the recruitment rules as described above.

**UNION PUBLIC SERVICE
COMMISSION**

WORKSHOP

ON

RECRUITMENT RULES

CONTENTS

- CONSTITUTIONAL PROVISIONS
- PURPOSE OF MAKING RECRUITMENT RULES
- DIFFERENT METHODS OF RECRUITMENT
- COMMON DEFICIENCIES
- NOTIFICATION OF RULES

CONSTITUTIONAL PROVISIONS

ARTICLE 309

RECRUITMENT AND CONDITIONS OF SERVICE OF PERSONS SERVING THE UNION OR A STATE SUBJECT TO THE PROVISIONS OF THIS CONSTITUTION, ACTS OF THE APPROPRIATE LEGISLATURE MAY REGULATE THE RECRUITMENT, AND CONDITIONS OF SERVICE OF PERSONS APPOINTED, TO PUBLIC SERVICES AND POSTS IN CONNECTION WITH THE AFFAIRS OF THE UNION OR OF ANY STATE.

Contd:

.....PROVIDED THAT IT SHALL BE COMPETENT FOR THE PRESIDENT OR SUCH PERSON AS HE MAY DIRECT IN THE CASE OF SERVICES AND POSTS IN CONNECTION WITH THE AFFAIRS OF THE UNION, AND FOR THE GOVERNOR OF A STATE OR SUCH PERSON AS HE MAY DIRECT IN THE CASE OF SERVICES AND POSTS IN CONNECTION WITH THE AFFAIRS OF THE STATE, TO MAKE RULES REGULATING THE RECRUITMENT, AND THE CONDITIONS OF SERVICE OF PERSONS APPOINTED, TO SUCH SERVICES AND POSTS UNTIL PROVISION IN THAT BEHALF IS MADE BY OR UNDER AN ACT OF THE APPROPRIATE LEGISLATURE UNDER THIS ARTICLE, AND ANY RULES SO MADE SHALL HAVE EFFECT SUBJECT TO THE PROVISIONS OF ANY SUCH ACT

ARTICLE 320 (3)

THE UNION PUBLIC SERVICE COMMISSION OR THE STATE PUBLIC SERVICE COMMISSION, AS THE CASE MAY BE, SHALL BE CONSULTED

- (A) ON ALL MATTERS RELATING TO METHODS OF RECRUITMENT TO CIVIL SERVICES AND FOR CIVIL POSTS;
- (B) ON THE PRINCIPLES TO BE FOLLOWED IN MAKING APPOINTMENTS TO CIVIL SERVICES AND POSTS AND IN MAKING PROMOTIONS AND TRANSFERS FROM ONE SERVICE TO ANOTHER AND ON THE SUITABILITY OF CANDIDATES FOR SUCH APPOINTMENTS, PROMOTIONS OR TRANSFERS;

**ARTICLE 321 (POWER TO EXTEND
FUNCTIONS OF PUBLIC SERVICE
COMMISSION)**

AN ACT MADE BY PARLIAMENT OR, AS THE CASE
MAY BE, THE LEGISLATURE OF A STATE MAY
PROVIDE FOR THE EXERCISE OF ADDITIONAL
FUNCTIONS BY THE UNION PUBLIC SERVICE
COMMISSION OR THE STATE PUBLIC SERVICE
COMMISSION AS RESPECTS THE SERVICES OF
THE UNION OR THE STATE AND ALSO AS
RESPECTS THE SERVICES OF ANY LOCAL
AUTHORITY OR OTHER BODY OF ANY LOCAL
CONSTITUTED BY LAW OR OF ANY PUBLIC
INSTITUTION

ONE TIME MODE

- RECRUITMENT RULES ARE REQUIRED TO BE FORMULATED WITHIN ONE YEAR OF CREATION OF POSTS.
- IN CASES WHEN NEWLY CREATED POSTS ARE REQUIRED TO BE FILLED URGENTLY (WHICH ARE LIKELY TO CONTINUE FOR MORE THAN ONE YEAR), THESE POSTS MAY BE FILLED BY DETERMINATION OF METHOD OF RECRUITMENT AS A ONE TIME MEASURE PENDING FINALISATION OF THE RULES.

REVIEW OF RRS.

- THE RECRUITMENT RULES ARE NORMALLY REQUIRED TO BE REVIEWED EVERY FIVE YEARS AND IN THE EVENT OF ANY CHANGE, THESE RULES ARE REQUIRED TO BE AMENDED BY OBSERVING THE PROCEDURE LAID DOWN BY DOP&T.

METHOD OF RECRUITMENT

DIRECT RECRUITMENT

- ENSURE PROMOTIONAL AVENUES ARE AVAILABLE TO THE INCUMBENT APPOINTED TO THE POST.
- PERIOD OF PROBATION IS CLEARLY LAID DOWN AS PER THE DOP&T GUIDELINES.
- THE EDUCATIONAL AND OTHER QUALIFICATIONS ARE CLEARLY SPECIFIED TO MATCH THE DUTIES AND RESPONSIBILITIES OF THE POST.
- SPECIFY COMPOSITION OF DPC FOR CONFIRMATION.
- AVOID USAGE OF VAGUE AND AMBIGUOUS TERMS.
- CONSULTATION WITH THE COMMISSION NECESSARY FOR FILLING UP OF GROUP-B, GAZETTED POSTS IN PB-2 WITH GRADE PAY OF RS.4600/- OR ABOVE AND IN RESPECT OF ALL GROUP-A POSTS.

X

METHOD OF RECRUITMENT DEPUTATION

- IDEAL METHOD TO FILL ISOLATED POSTS. NORMALLY PRESCRIBED UNDER FAILING WHICH CLAUSE.
- ORDINARILY FIELD OF DEPUTATION NOT TO EXTEND BEYOND ~~TWO~~^{ONE} LEVEL\$ BELOW THE POST.
- THE EDUCATIONAL AND OTHER QUALIFICATIONS CLEARLY LAID DOWN FOR DEPUTATIONISTS.
- THE PERIOD OF DEPUTATION IS PRESCRIBED AS PER DOP&T GUIDELINES.
- CONSULTATION WITH THE COMMISSION NECESSARY IN CASE OF CONSIDERATION OF OFFICERS OF STATE GOVT./UNION TERRITORIES.
- CONSULTATION WITH THE COMMISSION NOT NECESSARY IF OFFICERS OF CENTRAL GOVT. ARE ONLY IN THE FIELD OF CONSIDERATION.
- CONSULTATION WITH THE COMMISSION NECESSARY WHILE CONSIDERING GROUP-B OFFICERS FOR GROUP-A POSTS.

METHOD OF RECRUITMENT DEPUTATION (ISTC)

- PRESCRIPTION OF DEPUTATION (ISTC) IN THE EVENT OF SELECTION OF TECHNICAL/SCIENTIFIC POSTS.
- OFFICERS OF AUTONOMOUS BODIES/ STATUTORY ORGANISATIONS/ RESEARCH INSTITUTIONS/ PUBLIC SECTOR UNDERTAKINGS/ UNIVERSITIES ETC. ARE INCLUDED IN THE FIELD OF CONSIDERATION ALONG WITH OFFICERS OF CENTRAL/STATE GOVT./UNION TERRITORIES.
- CONSULTATION WITH THE COMMISSION NECESSARY.

METHOD OF RECRUITMENT DEPUTATION (ISTC)/ABSORPTION

- METHOD ADOPTED TO ENSURE CONTINUITY.
- CONSULTATION WITH THE COMMISSION IS NECESSARY WHILE FILLING THE POST.
- ABSORPTION ONLY OF CENTRAL/STATE GOVT. SERVANTS.

METHOD OF RECRUITMENT DEPUTATION/RE-EMPLOYMENT OF ARMED FORCES PERSONNEL

- APPROPRIATE LEVEL OF THE SERVING/RETIRED ARMED FORCES PERSONNEL TO BE INCLUDED.
- DPC COMPOSITION FOR CONFIRMATION OF RE-EMPLOYED ARMED FORCES PERSONNEL SHOULD BE PRESCRIBED.
- CONSULTATION WITH THE COMMISSION NECESSARY.

COMPOSITE METHOD (DEPUTATION/PROMOTION)

- PRESCRIBED WHERE THE FEEDER AS WELL AS THE HIGHER POST HAVE ONE POST AS SANCTIONED STRENGTH.
- NO NEED TO PRESCRIBE COMPOSITION OF DPC
- CONSULTATION WITH THE COMMISSION NECESSARY

PROMOTION

- FIRM FEEDER GRADE
- THE RATIO BETWEEN THE HIGHER AND THE LOWER POST SHOULD BE AT LEAST 1 : 2
- COMPOSITION OF DPC TO BE CLEARLY SPECIFIED
- CONSULTATION WITH THE COMMISSION NECESSARY IN CASE OF PROMOTION FROM GROUP B TO GROUP A
- CONSULTATION NOT NECESSARY FOR PROMOTION FROM GROUP A TO GROUP A .
- COMPOSITION OF DPC TO INCLUDE CHAIRMAN/MEMBER , UPSC FOR PROMOTION FROM B TO A AND IN ALL CASES OF PROMOTION IN GROUP A TO POSTS IN THE GRADE PAY OF RS. 7600 AND ABOVE.

If the proposal is for Framing / Amendment of the Recruitment Rules, the following documents indicated in the respective columns are required:

S.No.	Framing of Recruitment Rules	Amendment of Recruitment Rules
1.	The draft covering Notification,	The draft covering Notification,
2.	The 13 column Schedule (Annexure I)	The 13 column Schedule (Annexure I)
3.	Annexure II (Details in respect of the number of posts, classification, method of recruitment, Field of Selection, Essential and other qualifications, etc.)	Annexure III indicating the Existing provision , the proposed modification and the reasons for the same.
4.	Copy of the order regarding creation of the posts.	Copy of the order regarding creation of additional posts if any.
5.	Hierarchical Chart.	Hierarchical Chart.
6.	Duties of the post.	Duties of the post.
7.	Duties of the Proposed Feeder Posts.	Duties of the Proposed Feeder Posts.
8.	Copy of the Gazette Notification of the existing Recruitment Rules of the post and also in respect of the proposed feeder posts in case the proposed method of recruitment has an element of Promotion.	Copy of the Gazette Notification of the existing Recruitment Rules of the post and also, in respect of the proposed feeder posts in case the proposed method of recruitment has an element of Promotion.
9.	Notes exchanged between the Ministry/Department with the Department of Personnel and Training.	Notes exchanged between the Ministry/Department with the Department of Personnel and Training.

COMMON DEFICIENCIES

- COGENT REASONS FOR PROPOSING AMENDMENTS IN ANNEXURE-III.
- ANNEXURE-II / III BE SIGNED AND TELEPHONE NUMBERS MENTIONED
- CREATION / ABOLITION ORDERS OF POSTS / ORDERS OF UPGRADATION/RE-DESIGNATION FURNISHED
- RRS FOR FEEDER POSTS AND STILL BELOW FEEDER POSTS FORWARDED.
- VAGUE AND AMBIGUOUS TERMS LIKE 'SUPERVISORY EXPERIENCE' AND 'IN THE RELEVANT FIELD' SHOULD AVOIDED.

COMMON DEFICIENCIES

- EQS BE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES ATTACHED TO THE POST.
- PROMOTION – FEEDER GRADE RATIO (CAN BE 1:2) AS AGREED TO BY DOP&T
- TRAINING ELEMENT
- ‘ASSESSMENT OF SUITABILITY’ CLAUSE
- PRESCRIPTION OF COMBINED SERVICE IS NOT COVERED UNDER ANY REGULATIONS – IT IS A CONCESSION – IT MAY BE PRESCRIBED WHENEVER A NEW POST IS CREATED AT AN INTERMEDIARY LEVEL – HOW THE RESIDENCY PERIOD IS FIXED.

NOTIFICATION

- THE ADVICE ALONG WITH THE SCHEDULE /RULES SHOULD BE PROPERLY READ AND DISCREPANCIES POINTED OUT, IF ANY, BEFORE NOTIFYING THE RRS.
- IN CASE OF ERROR IN THE NOTIFICATION, SUITABLE CORRIGENDUM SHOULD BE ISSUED BY MINISTRIES/DEPARTMENTS.
- RRS. ARE TO BE NOTIFIED WITHIN TEN WEEKS.
- PROPOSALS FOR RELAXATION OF RRS DEALT WITH IN APPOINTMENT BRANCH AND NOT RR BRANCH.

**CREATION OF NODAL CELL FOR
RRS IN MINISTRIES.**

THANK YOU