

SPEED POST

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UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली - 110 002

All communications should be addressed to  
the Secretary by designation and not by name

**F.No.69-4/2012 (CU)**

**August, 2015**

**14 AUG 2015**

The Registrar  
All Central Universities (39)  
All UGC funded deemed to be Universities (8)  
Principal, UCMS  
As per list enclosed

**Subject: Revision of guidelines for framing / amendment /  
relaxation of Recruitment Rules - Regarding.**

Sir/ Madam,

I am directed to enclose herewith a copy of the O.M.No.AB.14017/48/2010-Estt. (RR) dated 31<sup>st</sup> December, 2010 and O.M.No.AB.14017/13/2013-Estt. (RR) dated 31<sup>st</sup> March, 2015 issued by the Govt. of India, Ministry of Personnel, PG & Pensions, Department of Personnel & Training, New Delhi on the subject mentioned above and to request you to follow the above guidelines / instructions for various posts while framing / amendment of Recruitment Rules. It is also informed that the "interview" clause should not be added by the University at its own level if it is not prescribed by DOPT in its Model Recruitment Rules.

Yours faithfully,

( **Sushma Rathore** )  
**Under Secretary**

**Encl. As above**

Copy to:

- ✓ (i) The Publication Officer (Website), UGC with a request to upload this letter on the UGC website.
- (ii) SO (DU), UGC for information

( **Sushma Rathore** )  
**Under Secretary**

No. AB.14017/48/2010-Estt.(RR)  
Government of India  
Ministry of Personnel, PG & Pensions  
(Department of Personnel & Training)

New Delhi the 31st December, 2010


**OFFICE MEMORANDUM**

Sub: Revision of Guidelines for framing / amendment / relaxation of Recruitment Rules.

The undersigned is directed to state that instructions on framing / amendment of Recruitment Rules were issued in a consolidated form in this Department's OM No. AB.14017/12/87-Estt.(RR) dated 18.3.1988. Subsequently, a number of orders and clarifications have been issued on the subject.

2. The existing instructions have been reviewed in consultation with UPSC and consolidated in the form of "Guidelines on framing / amendment / relaxation of Recruitment Rules", a copy of which is enclosed. The number and the date of original OM has been referred in the relevant instructions for easy reference to the context. The Guidelines on framing / amendment / relaxation of recruitment rules along with the relevant instructions and existing model RRs are available on the DoPT website [www.persmin.nic.in](http://www.persmin.nic.in)\* in the dynamic form of Handbook on Recruitment Rules 2010. This Department would continue to update these instructions from time to time.

3. Hindi Version will follow.

  
(Smita Kumar)  
Director (E-1)  
Tel: 23092479


\*(Link: Circular→Establishment → Recruitment Policies)

To  
All Ministries/Departments of the Government of India



Copy to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All the attached offices under the Ministry of Personnel, Public Grievances & Pension
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
16. Establishment Officer and AS.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Centre, DOP&T (20 Copies)
19. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.
20. Establishment Desk (500) copies.

  
(Smita Kumar)  
Director (E-1)  
Tel: 23092479

**GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF  
RECRUITMENT RULES**

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## **GUIDELINES ON FRAMING / AMENDMENT / RELAXATION OF RECRUITMENT RULES**

### **Part- I**

#### **General Guidelines**

##### **1.1 Introduction of General Principles**

As soon as a decision is taken to create a new post / service or to upgrade any post or restructure any Service, action should be taken immediately by the Administrative Ministry / Department concerned to frame Recruitment Rules/ Service Rules therefore.

1.2 Recruitment Rules should be framed for all posts which are likely to last for one year or more. Posts which are created for a lesser duration may be filled on deputation by drawing officers from other offices of the Central Government, holding posts of appropriate level (analogous posts or where necessary, the next-below post with the minimum regular service prescribed for promotion) and possessing necessary qualifications required for the performance of duties attached to the post. Posts in Committees or Commissions set up for a limited duration, may be filled in the manner indicated below:

“The Administrative Ministry / Department concerned with the setting up of the Commission / Committee should make available staff on deputation to the Commission / Committees to the maximum extent possible by drawing persons from within their own Ministry / Department, failing that by circulation on all Secretariat basis and failing both by re-employment of retired pensioners belonging to the same or some other Departments.

If the Sources above are tapped, there should not be any need to resort to direct recruitment through Employment Exchange or otherwise. Where, however, direct recruitment is made, it should be on a clear understanding that their appointment will be co-terminus with the life of the Commission and that they will not have any claim for regular absorption in Government.”

## PART-II

### PROCEDURE

#### AUTHORITIES COMPETENT TO APPROVE DRAFT RULES

2.1.1 All recruitment rules including their amendments should be approved at the level of Minister-in-charge, unless the Minister has by general or special order authorized such approval at a lower level(s). The Ministries/ Departments may put up proposals for suitable delegation for approval of the Minister-in-Charge. The following scheme of delegation is suggested:

Posts/ Services	Authority
Groups C	Joint Secretary
Groups A & B posts / Services (excepting those indicated below)	Secretary
Framing of or important amendments to Recruitment Rules for posts of Heads of Departments or Service Rules for Organized Services	Minister

The above is only suggestion and the Ministries / Departments are free to follow a different pattern depending on the local situation.

#### DELEGATION TO THE MINISTRIES

2.1.2 The Administrative Ministries / Departments are empowered to frame / amend Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence of this Department is to be obtained in cases of framing / amendment of Recruitment Rules even for Group 'C' posts. The Ministries / Departments are competent to relax the Recruitment Rules for Group 'C' posts.

**(DOPT OM No. CD.14017/10/85-Estt.(RR) dated 21.3.85 & 5.6.85)**

The provisions of the Recruitment Rules governing upper age limit or qualifications for direct recruitment which are generally based on the policy guidelines issued by the Department of Personnel & Training, should not, however, be relaxed without prior concurrence of this Department.

## FORMATS & FORMS

2.1.3 Recruitment Rules for Groups 'A' & 'B' posts / services as approved by the Administrative Ministry / Department should be referred to the Department of Personnel & Training first for clearance as early as possible, and not later than one month from the date of the creation of posts / Service. This is generally done by referring the file to the administrative Ministry with a self-contained note, accompanied by inter-alia, the following:

- i) Draft Recruitment Rules (for posts other than those in the Organized Services) in the proforma in Annexure I.
- ii) Supporting particulars in Annexure II.
- iii) Recruitment Rules for the feeder posts(s) and the higher post, if any.
- iv) Present sanctioned strength of the post for which rules are being framed as also of the lower and higher posts.

2.2 Model Recruitment Rules for a number of posts framed in consultation with the Union Public Service Commission, have been circulated to all Ministries/ Departments. While framing Recruitment Rules for such posts, the Model Rules should be adhered to.

2.3 In respect of framing of Recruitment Rules for posts which are not covered by any of the Organized Services, the format of a Notification accompanied by the 13 column Schedule as given in Annexure I\* shall be used. As for Organized Services, comprehensive Service Rules shall be framed covering, inter alia, the following aspects:-

1. Short Title and Commencement
2. Definitions
3. Constitution
4. Grades, Authorized Strength and its review
5. Members of the Service
6. Initial constitution of the service.
7. Future maintenance of the service
8. Appointments by deputation
9. Seniority
10. Probation
11. Appointment to the service
12. Liability for service in any part of India and other conditions of service.
13. Disqualifications
14. Power to relax
15. Savings
16. Interpretation
17. Repeal



- \* The column 6 of the erstwhile schedule related to benefit of added years of service has been deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.

#### **CONSULTATION WITH DOPT**

2.4 Ordinarily, the draft Recruitment Rules will be returned by the Department of Personnel & Training with their comments, within a month from the date of reference to that Department. If the circumstances of a case require more time for scrutiny / discussion, the administrative Ministry / Department will be informed of the same and where there are many points for clarification, the Ministries may also be requested to discuss the case with the officers of the Department of Personnel & Training.

#### **CONSULTATION WITH UPSC**

2.5 After obtaining the concurrence of the Department of Personnel & Training, the Administrative Ministry / Department should refer the draft Recruitment Rules for posts/ services which are within the purview of the UPSC in a self-contained letter to the Commission, along with the information in the prescribed proforma (Annexure II). It should be stated in the letter to the Commission whether the clearance of the Department of Personnel & Training (and also the Department of Pension & Pensioners' Welfare where required) has been obtained in respect of the proposals in question. Where the procedure for consultation with the Commission has been followed and information necessary for consideration of the proposal has been fully given, it should be possible for the Commission to convey their advice ordinarily within 4 to 5 weeks. If the Commission's advice is not received within this time, the administrative Ministry / Department may settle the matter by personal discussion with the officers concerned in the Commission.

### PART-III

#### GUIDELINES ON PREPARING SCHEDULE & NOTIFICATION

##### A. GENERAL

##### INITIAL CONSTITUTION

3.1.1. In cases where a new service is formed and the Recruitment Rules are framed for the first time and that there are officers already holding different categories of posts proposed to be included in the service on a regular / long term basis, a suitable 'Initial Constitution' Clause may be inserted in the Notification so as to count the regular service rendered by such officers before the date of notification of the Rules.

##### CONSIDERATION OF SENIORS

3.1.2 It may so happen that in some cases of promotion, the senior officers would not have completed the required service whereas the juniors would have completed the prescribed eligibility condition for promotion. In such cases, seniors will be left out from consideration for the higher post. To avoid such a situation, following note may be inserted in the recruitment rules/ column in the schedule to the Recruitment Rules.

*Note:*

*"Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service."*

**(DOPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.3.1996)**

##### RETENTION OF EXISTING ELIGIBILITY SERVICE

3.1.3 Where the eligibility service for promotion prescribed in the existing rules is being enhanced (to be in conformity with the guidelines issues by this Department) and the change is likely to affect adversely some persons holding the feeder grade posts on regular basis, a note to the effect that the eligibility service shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules, could be included in the revised rules.

## CONSIDERATION OF THE INCUMBENTS WHILE UPGRADATION

3.1.4.1 There has been merger of a number of pre-revised scales without any pre-condition for possession of higher qualifications for placement of incumbents in the higher/ upgraded scale, in the revised pay structure recommended by the 6th CPC and accepted by the Government. The procedure for assessment of suitability in such cases may, therefore, be as follows for placement in the upgraded/ merged grade:

(i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/ grade pay/ pay scale, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay/ pay scale; there is also no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. There will be no change in the inter se seniority of the incumbents in the merged grade which shall be decided based on the general instructions on the subject; and

(ii) Where all posts in a particular grade have been granted a higher replacement pay scale/ grade pay, as per upgradation recommended by the 6th CPC, suitability of the incumbents need not be assessed for granting them the higher replacement scale/ grade pay. Here also, there is no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay; and

(iii) Where there is a change in the Group (that is classification of the post) consequent upon the merger or upgradation and where there is no higher responsibility or higher qualification involved, assessment of the suitability will not be necessary before the revised grade is allowed. There will also be no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. However, suitability of the officer who has been placed in a upgraded/ replacement pay scale which fall in Group 'A' by recommendation/ award of the Pay Commission will continue to be assessed.

3.1.4.2 Assessment of suitability will continue to be necessary in the following situations arising out of cadre reviews, restructuring etc., not covered in the recommendations of the 6<sup>th</sup> CPC:

(i) where the upgradation involves higher responsibilities and higher eligibility service;

(ii) where the upgradation or merger is part; where the upgraded post will be the promotion grade for the posts left in the lower grade and the normal DPC procedure will apply.

**(DOPT OM No. AB 14017/66/2008-Estt (RR) dated 9.3.2009)**



**REVIEW OF RECRUITMENT RULES**

3.1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effecting such change as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

**SAVING CLAUSE**

3.1.6 A revised "Saving Clause" as given below may be inserted in the covering Notification.

"Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard".

## **B. SCHEDULE**

### **NAME OF POST**

#### **3.2 Column 1 (Name of post)**

Name of the post may (with sub-title, if any) be clearly specified.

### **NUMBER OF POST(s)**

#### **3.3 Column 2 (Number of posts)**

The exact number of posts (with the relevant year in brackets) may be indicated. The number of posts is an integral basis for determining the method of recruitment to any category of posts in as much as the quota of direct recruitment, promotion etc., is to be decided after taking into account the number of posts. Therefore, whenever there is a substantial change in the number of posts, the administrative Ministry should initiate action to review the existing rules, particularly the method of recruitment. The effect of the change in the strength on the method prescribed in the rules for the next higher and lower categories of posts should also be studied. There should be an asterisk and in a foot note below the asterisk, it should be stated "subject to variation dependent on workload".

### **CLASSIFICATION**

#### **3.4 Column 3 (Classification)**

Classification of the post / Service may be shown in the order indicated below:

1. (a) If it is a Service, Central Civil Service Group A, B or C as specified in Rule 4 of the Central Civil Service (Classification, Control and Appeal) Rules (not its nomenclature as Indian Meteorological Service Group A).

(b) If it is a post, General Central Service Group A, B or C as specified in Rule 6 of CCS (CCA) Rules.

(c) All civil posts under the Union shall be classified w.e.f. 9.4.2009 as follows:-

S. No.	Description of Posts	Classification of Posts
1.(a)	A Central Civil post in Cabinet Secretary's Scale (Rs. 90000 – fixed), Apex Scale (Rs. 80000 – fixed) and Higher Administrative Grade plus Scale (Rs. 75500 – 80000); and	Group A

(b)	A Central Civil post in Higher Administrative Grade Scale (Rs. 67000 – annual increment @ 3% - 79000); and  A Central Civil post carrying the following grade pays: - Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400 – 67000 in Pay Band-4 and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3.	
2.	A Central Civil post carrying the following grade pays: - Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays: - Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1.	Group C
4.	A Central Civil post carrying the following grade pays: - Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440-7440 in –IS Scale.	Group D (till the posts are upgraded)

**(DOPT Order S.O. 946(E) dated 9.4.2009 (File No. 11012/7/2008-Estt.A) and Department of Finance G.S.R. No. 527E dated 16.7.2009 (File No. 01/01/2008-IC)**

2. Whether Gazetted or Non-Gazetted.
3. Whether Ministerial or Non-Ministerial [FR 9 (17)]



## **PAY BAND AND GRADE PAY/ PAY SCALE**

### **3.5 Column 4 (Pay Band and Grade Pay/Pay Scale)**

The full Pay Band and Grade Pay/Pay Scale should be indicated. Special pay or non-practising allowance (in respect of medical posts), if any, should also be mentioned.

## **SELECTION OR NON-SELECTION**

### **3.6 Column 5 (Whether selection post or non-selection post)**

When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or absorption, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / deputation), the words "Not Applicable" may be used.

**(DOPT OM No. 35034/7/97-Estt. (D) dated 8.2.2002)**

## **AGE LIMIT FOR DIRECT RECRUITS**

### **3.7.1 Column 6: (Age for direct recruits)**

This column may be filled by any one of the methods indicated below:-

(a) "Not exceeding.....years".  
(Where only the maximum age-limit is intended to be prescribed.

(b) "Between .....and .....years"

**(DP&AR OM No. 2/66/71-Estt.(D) dated 6.9.75)**

## RELAXATION FOR DEPARTMENTAL CANDIDATES

3.7.2 A provision may be made in the rules for relaxation of the upper age-limit for departmental candidates upto 40 years for appointment by direct recruitment to Groups C posts. Provision on age-relaxation in favour of Government servants for appointment by direct recruitment to Groups A and B posts may be made by inserting the following note:

*“(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government)”*

## CRUCIAL DATE FOR CALCULATION OF THE AGE LIMIT

3.7.3 In the case of recruitment through the UPSC and the Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the UPSC / SSC. In the case of other recruitment, the following Note may be inserted according to the requirements:

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

## UPPER AGE LIMIT

3.7.4.1 The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

	Posts	Age Limits
(i)	Posts having Grade Pay more than Grade Pay Rs. 7600	Preferably below 50 years *
(ii)	Posts having Grade Pay Rs. 7600	50 years
(iii)	Posts having Grade Pay Rs. 6600	40 years
(iv)	Posts having Grade Pay Rs. 5400	35 years
(v)	Posts having Grade Pay Rs. 4200, 4600 & 4800	30 years
(vi)	Posts having Grade Pay Rs. 1800, 1900, 2000, 2400 & 2800	Between 18 and 25 years.

\* Ministries may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit in accordance with Para 3.7.1.

3.7.4.2 The upper age limit for recruitment by the method of Direct Open Competitive Examination to the Central Civil Services and Civil post on the date of commencement of the Central Civil Services and Civil posts (Upper age – limit for Direct Recruitment) Rules 1998, shall be increased by two years.

The above said rules shall not apply to recruitment to Para Military Forces, namely, Assam Rifles, Border Security Force, Central Industrial Security Force, Central Reserve Police Force and Indo-Tibetan Border Police.

*Note: - "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by interview or by contract or by absorption or deputation.*

**(DOPT Notification No. G.S.R. 758(E) dated 21.12.1998 (File No.15012/6/98-Estt. (D))**

## **EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITS**

3.8.1 Column 7: (Educational and other qualifications required for direct recruits).

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.



The Ministries/ Departments may clearly specify the educational qualifications and thereby, avoid usage of the term 'or equivalent'. They are also instructed to clearly prescribe an exhaustive list of educational qualifications so as to match the duties and responsibilities of the post.

The experience prescribed by the Ministries/ Departments must be clear and quantified while also clearly bringing out the specific areas in which the experience is required so as to match the duties and responsibilities of the post.

### **PRESCRIBING CLASS OR DIVISION**

#### **3.8.2 Prescribing Class or Division:**

Prescribing First or Second Class/ Division in respect of an educational qualification e.g. Degree may be avoided. A simple Degree / Master's Degree may be prescribed as there is difference in the assessment by various Universities / Boards and there may not also be any uniformity in the percentage of marks for deciding a Class / Division. It should, however, be ensured that qualifications and experience prescribed should be the minimum required for the post. The mere fact that persons with higher qualifications are available should not be the ground for stepping up the minimum required qualification / experience.

### **RELAXATION CLAUSE**

3.8.3 The relaxation clause on the following lines may also be incorporated below the essential qualifications:

Note 1: Qualifications are relaxable at the discretion of the UPSC / SSC / Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission / Staff Selection Commission / Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the UPSC / Staff Selection Commission / Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**(DP&AR OM No. 14034/5/82-Estt.(D) dated 5.11.83)**

### **TYPING KNOWLEDGE**

3.8.4 In respect of Group 'C' posts, if the Ministries / Departments consider typing knowledge as essential, the skill tests shall only be conducted only on computers and typing speed of 35 words per minute in English or 30 words per minute in Hindi (Time allowed – 10 minutes) may be provided as an 'essential' qualification.

**(DOP&T OM No. CD.14017/26/85-Estt.(RR) dated 1.7.85, OM No. AB-14017/20/2008 – Estt. (RR) dated 17.5.2010) & Notification No. AB 14017/32/2009-Estt.(RR) dated 04<sup>th</sup> August, 2010**

### **AGE/ EDUCATIONAL QUALIFICATION FOR PROMOTEES**

3.9 Column: 8 (whether age / education qualifications prescribed for direct recruits will apply in the case of promotees)

It should precisely be stated whether age and educational qualifications prescribed for direct recruits should also apply in the case of promotees. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees. Regarding educational qualifications, these are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group A posts in the Pay Band-3 Grade Pay Rs. 6600 and above. Sometimes the qualifications for junior Group A posts and Group B posts may not be insisted upon in full but only the basic qualification in the discipline may be insisted upon. For example, if a degree in Civil Engineering is the qualification prescribed for direct recruits, the promotees may be required to possess at least a Diploma in Civil Engineering. In such cases, the entry under this column may be edited as "Educational Qualifications: No, but must possess at least ....."

### **PROBATION**

3.10.1 Column 9 (Period of probation)

In the case of Organized Services, the following standard provision may be inserted in the Recruitment Rules.

## PROBATION

1. Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2. On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive vacancies, as the case may be.

3. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

4. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

5. As regards other matters relating to probation, the members of the Service will be governed by the instructions issued by the Government in this regard from time to time.

**(DP&AR OM No. AB.14017/5/83-Estt.(RR) dated 7.5.84)**



3.10.2 In the case of other posts, the period of probation, may be prescribed on the following lines:

S. No.	Method of appointment	Period of probation
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation
2.	Promotion from one Group to another e.g. Group B to Group A	2 years or the period of probation prescribed for the direct recruitment to the post, if any
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years  1 year
4.	Officers re-employed before the age of superannuation.	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation

**(DOP&T OM No. 21011/2/80-Estt (C) dated 19.5.1983)**

## **METHODS OF RECRUITMENT**

3.11.1 Column 10: (Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods).

The different methods of recruitment, viz:

- (a) Promotion
- (b) Direct Recruitment
- (c) Deputation
- (d) Absorption
- (e) Re-employment
- (f) Short-term contract

And the percentage of vacancies to be filled by each method that may be prescribed for a particular post or Service depend on a judicious blending of several considerations, e.g.,

- (i) the nature of duties, qualifications and experience required;
- (ii) the availability of suitable personnel possessing, the requisite qualifications and experience within a cadre.
- (iii) The need for ensuring that suitable incentives exist for the maintenance of an adequate standard of efficiency in the cadre;
- (iv) Consideration of the question whether, having regard to the role to be performed by a specified cadre or Service, it is necessary to provide for direct intake of officers at an appropriate level with a view to injecting fresh knowledge and experience that may not be normally available in a particular Service or Department etc.
- (v) The proper mix of the six methods of recruitment mentioned at (a) to (f) above.

## **PROMOTION**

3.11.2 Promotion may be kept as a method of recruitment depending upon the availability of the field of consideration. Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate, i.e., normally the feeder grade should range from 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. For posts which are to be filled by non-selection, it is not necessary that the feeder grades should consist three times of posts in the higher grade. For computing the base for promotion and determining the ratio of higher grade to the feeder grade, the number of sanctioned posts in the two grades (and not the number of vacancies at any one point of time) should be taken into consideration.

3.11.3 The need for mandatory training before promotion may be considered by Ministries/ Department, where necessary, for incorporating suitable provision for training while prescribing eligibility service for promotion under Column 11.

## **DIRECT RECRUITMENT**

3.11.4 If direct recruitment is the only method of recruitment, it may so happen that the Ministries / Departments may not be able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave etc. In order to avoid such a contingency, the following "Note" may be inserted:

Note: "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government.

- (a) (i) holding analogous posts on regular basis; or  
 (ii) with ..... years regular service in posts in the Pay Band .....  
 Grade Pay Rs.....; and
- (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7".

**(DOP&T OM No. 14017/8/84-Estt.(RR) dated 19.6.86)**

### **ABSORPTION**

3.11.5 "Absorption" may be kept as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Government Departments and State Governments. "Short-term contract" is also a form of deputation and this applies to officers from non-Government bodies, e.g. Universities, recognized Research Institutions, Public Undertakings, etc. for teaching, research, scientific and technical posts. This method may be included in the rules if it is considered desirable that the above noted non-Government bodies are also tapped. In the case of isolated posts, it will be desirable to keep the method of recruitment of deputation / short-term contract, as, otherwise, the incumbents of the such posts, if directly recruited, will not have any avenue of promotion. In fact, it may be worthwhile to bring such posts into an organized cadre / service rather than fill them by deputation from outside for limited periods from time to time. Care should always be taken to ensure that the officers holding posts, other than in an Organized Service, have enough prospects for advancement in their own line. For this purpose, the administrative Ministry / Department should bring together all such isolated posts requiring similar educational qualifications, experience involving similar functions etc. into different groups to provide enough channels of promotion.

### **ABSORPTION AND DEPUTATION**

3.11.6 "Absorption" and "deputation" are not synonymous and there is a substantial difference between "absorption" and "deputation". Under the provision "absorption", the officer who will come, may be permanently absorbed in the post / grade. Such an "absorption" can be effected only in the "case of officers from the Central / State Government. Under "deputation including short-term contract", an officer from outside can come for a limited period, by the end of which will have to revert to his parent cadre.

### **COMPOSITE METHOD OF RECRUITMENT**

3.11.7 In cases where the method of promotion is by 'selection' and the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract) / promotion" is prescribed so that the



departmental officer is considered along with outsiders. If the departmental candidate is selected for appointment to the post, it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short-term contract for the prescribed period of deputation / short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

### **QUOTA FOR FEEDER GRADES**

3.11.8 In cases where there are two or more feeder grades, a separate percentage for promotion may be prescribed to each of the feeder grade.

### **FIELDS OF SELECTION**

3.12.1 Column 11: (Grade from which recruitment by promotion/ deputation/ absorption/ short-term contract/ re-employment is to be made)

The fields of selection under the various methods should be clearly specified. If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service. With a view to making the position clear, the field may be specified as "with \_\_\_\_\_ years' service in the grade rendered after appointment thereto on a regular basis". The field for "deputation/ short-term contract/ absorption should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

In some cases, different periods of qualifying services in the respective grade post on account of different scales of pay are prescribed for promotion in the Recruitment Rules. In order to facilitate preparation of an eligibility list for promotion, in cases where no separate quotas for each different grade have been prescribed, a "Note" as under may be added:

*"NOTE: - The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post."*

### QUALIFYING SERVICE FOR PROMOTION

3.12.2 The qualifying service for promotion from one grade to another is necessary so that there is no premature promotion or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post.

The period of qualifying service varies from post to post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion from one grade to another may be followed as a guide:

Field of Promotion		Qualifying Service (in years)
From Grade Pay (in Rs)	To Grade Pay (in Rs)	
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years
8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG + Scale	Apex Scale	1 year

(DOPT OM No. AB 14017/61/2008-Estt. (RR) dated 24.3.2009 and dated 12.3.2010)

## DEPUTATION

3.12.3 In cases where 'deputation/short-term contract' has been prescribed as a method of recruitment, the following provision may be made in respect of the period of deputation:

“(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed----- years)”.

**(DOPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86)**

The period of deputation for a particular grade or cadre is dependent upon the pay scale of the post to which deputation is being made. For the top level i.e. for posts having Grade Pay of Rs. 8700 or above, the period prescribed is '5 years'. for the Middle Management Level i.e. for posts having Grade Pay of Rs. 6600 or above but below Rs. 8700/-, the period is '4 years and for all other lower levels it is normally '3 years'. However, the Ministries/Departments, depending upon their requirements, the field of availability and the qualifications prescribed, should decide the period of deputation in consultation with the Department of Personnel and Training and the Union Public Service Commission.

3.12.4.1 For the purpose of determining the period of deputation, the posts may be broadly divided into the following 3 categories:-

- (i) posts where deputation allowance is admissible and the personnel are drawn from an identical grade or a grade below but with the requisite qualifications and experience to man such posts;
- (ii) posts which are manned by officers on deputation from various Services and have fixed tenure such as 3 years for Under Secretary, 4 years for Deputy Secretary and 5 years for Director/Joint Secretary in Central Secretariat; and
- (iii) Isolated ex-cadre posts and specialized technical posts for which persons are drawn from all fields on the basis of deputation, absorption, direct recruitment and in some cases on promotion depending upon the availability of suitable persons for these posts.

3.12.4.2. So far as posts (i) are concerned, the period of deputation for them may be prescribed as 3 years.

In respect of category (ii) the period of deputation may be prescribed in accordance with the tenure fixed for such posts.



The posts which fall in category (iii) viz., the posts which are in the highly specialized fields like, agriculture, irrigation, power, health planning etc. where too frequent replacements would affect continuity in the organization as well as render the accumulative wealth of experience redundant, the period of deputation for such posts may be prescribed as 5 years.

Besides, in some cases, the personnel are given specialized training in short spurts over a period to make them capable of handling the job adequately. In such cases also the period of deputation may be prescribed as 5 years.

3.12.4.3 With a view to remove any ambiguity regarding determination of eligibility for absorption/ deputation, the following guidelines may be followed: -

- (i) In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/ Department/ Organization responsible for making appointment to the post i.e. originating Ministry etc.
- (ii) In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

**(DOPT OM No. AB-14017/11/86-Estt. (RR) dated 22.1.1987)**

#### **PROVISION FOR ARMED FORCES PERSONNEL**

3.12.4.4 In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the recruitment rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts.

**(AB.14017/13/85-Estt.(RR) dated 31.5.85)**

3.12.4.5 All the Ministries/ Departments should examine and identify the posts in which military experience either in general or in specific fields or posts would be of distinct advantage, and incorporate necessary provisions in the recruitment rules for lateral induction of Armed Forces Personnel. In respect of Groups 'A' & 'B' posts which are required to be filled by 'deputation' only of Government servants belonging to more than one service, a provision should be made in the Recruitment Rules whereby the Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having requisite experience and qualifications can also be considered for appointment to such posts. With a view to ensuring that this decision is implemented, the Ministries were called upon to make suitable amendment to the respective recruitment rules.

In order to have uniformity in amending the Rules it has been decided, in consultation with the UPSC, that the necessary provisions for lateral induction of the Armed Forces Personnel will be incorporated in the recruitment rules as given below:

In Col. 10: (Method of recruitment):

“For Ex-Servicemen  
Deputation/ re-employment”

In Col. 11: “For Ex-Servicemen

Deputation/ re-employment: -

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.”

**(DOPT OM No. AB.14017/13/85-Estt.(RR) dated 1.5.1986)**

### **DEPARTMENTAL PROMOTION COMMITTEE**

3.13.1 Column 12: (if a DPC exists, what is the composition)

When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee may be indicated. In all cases, the minimum number of officers to be included in the DPC should be 3 and as far as possible the departments may avoid various alternative designations of officers which may cause confusion. In the case of promotion to Group ‘A’ posts, the Union Public Service Commission shall also be associated; this position may be made clear as follows:

#### **GROUP ‘A’ DPC**

**According to requirement in each case:-**

- |   |                   |
|---|-------------------|
| <b>(i) Chairman or Member of the UPSC</b> | <b>- Chairman</b> |
| (ii)                                      | - Member          |
| (iii)                                     | - Member          |
| (iv)                                      | - Member          |

The total strength of DPC including Chairman need not necessarily be an odd number, as the decision is to be taken as a joint one.

The composition of DPC should be clear, firm and include minimum 3 members including the Chairman. Whenever alternative members are proposed in

the composition of DPC, such members are to be associated only in the absence of the former.

**(DP&AR OM NO. 14017/1/75-Estt. (D) Cell dated 27.11.75)**

3.13.2 Members included in DPCs for Groups 'A' & 'B' posts should be officers who are at least one step above the post in which the promotion/confirmation is to be made. In respect of DPCs for Group 'C' posts, the Chairman of the DPC should be an officer of a sufficiently high level and one of the Members of the DPC should be an officer from a Department not connected with the one in which promotions are considered. The other Member should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed.

3.13.3 Endeavour should also be made to nominate SC/ST officers on the DPC constituted for various posts/services. However, the Recruitment Rules need not indicate the SC/ST officer as a DPC Member as inclusion of such an officer is covered by executive instructions.

3.13.4 The UPSC need not be associated in respect of posts where the promotion is based on non-selection.

3.13.5 The DPC consists of Chairman and Members only. The term "Member Secretary" should not, therefore, be used. In some cases, in accordance with provisions of the Recruitment Rules, the appointment to a post is required to be made only by deputation (including short-term contract) or re-employment. In such cases, the selection is not to be made by a DPC. The composition of the DPC need not, therefore, be indicated and the entry shown as "Not applicable".

3.13.6 The Union Public Service Commission is now not required to be associated with DPCs for considering cases of confirmation of Group "A" and "B" officers. It would be necessary to indicate separately the composition of the DPC for considering cases of confirmation in the case of appointment by promotion/direct recruitment/absorption. In such cases, the heading may read as "Group 'A' or Group 'B' DPC (for considering cases of confirmation)" and composition of the DPC mentioned thereunder.

**CONSULTATION WITH UPSC**

3.14 Column 13: (circumstances in which UPSC to be consulted in making recruitment)

The circumstances in which the Union Public Service Commission are to be consulted in making recruitment to the posts within their purview should be clearly indicated. Cases in which the Commission are to be consulted are illustrated below:-

- (i) Direct Recruitment



(ii) Re-employment

(iii) In all cases of 'absorption', the Commission shall be consulted. Such consultation is necessary because permanent arrangements are being made without resorting to the method of open recruitment and the Commission would ensure that the post has been circulated widely as per the provisions of the rules and the best person is selected.

(iv) When the composite method of recruitment is prescribed i.e. the departmental candidate is to be considered along with outsiders, the selection shall be made by the Commission only.

(v) For purpose of promotion from Group 'A' post to another Group 'A' post, consultation with the Commission is not necessary as per UPSC (Exemption from Consultation) Regulations, 1958. But, as the DPC for considering promotions within Group 'A' posts shall be presided over by Chairman/Member of the Commission, necessary provisions may be made in the DPC Col. (i.e. Col.12).

(vi) The Ministries/ Department are advised that if there are overriding compulsions for filling any Group A or Group B post in the absence of Recruitment Rules, then they may make reference to UPSC for determination of method of recruitment as a onetime measure for filling up of a post on regular basis.

**DOPT OM No. AB-14017/79/2006-Estt.(RR) dated 6<sup>th</sup> September, 2007 and OM No. 39021/5/83-Estt. (B) dated 9th July, 1985**

(vii) When the field of deputation for Group 'A' posts consists of Central Group 'A' officers only, consultation with the Commission for selection of an officer is not necessary. If the field for consideration includes State Government Officers or Group 'A' & 'B' officers of the Central Government simultaneously, selection for the post shall be done through the UPSC. When the field for consideration is made more broad-based and consists of not only Central/State Government officers but also officers from non-Government institutions, the selection shall always be done through the Commission. This is tantamount to direct recruitment and the Commission would ensure that the post has been circulated to all the authorities held down in the field and the best person is selected.

(viii) Any relaxation or amendment of the provisions of the Recruitment Rules.

(ix) Exemption from Consultation with UPSC is governed by the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time and the Central Civil Services and Civil Posts (Consultation with Union Public Commission) Rules, 1999 as amended.

#### **PART IV**

##### **AMENDMENTS AND RELAXATIONS**

4.1 Amendment proposals should be sent to this Department and UPSC in the format as given in Annexure-III. The reasons for making amendments should be clearly indicated. A copy of the Recruitment Rules in which amendments are made should always be enclosed, duly referenced and flagged.

4.2 All Recruitment Rules should contain a "Power to relax" clause in the covering notification or in the body itself (in the case of organized services).

4.3 Relaxation of Recruitment Rules is to be resorted to in respect of a class or category of persons. Relaxation should not be resorted to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.

4.4 Relaxation of rules is to be resorted to on rare occasions. Such a relaxation should not be a regular feature.

4.5 Before resorting to relaxation of Recruitment Rules, the Ministries/Departments should explore the feasibility of filling up a post by other methods of recruitment provided in the rules. In the case of 'deputation', the vacancies should have been circulated in the employment News before consideration of relaxation.

4.6 Relaxation proposals should be sent to this Department in Annexure-IV after obtaining the approval of at least Joint Secretary level officer in the Ministry/Department concerned.

PART- VFOLLOW UP

5.1 In case the provisions of the final Recruitment Rules as approved by the Commission are at variance with the draft rules as concurred in by the Department of Personnel and Training, the changes should be brought to the notice of the Department of Personnel & Training.

## 5.2 TIME LIMIT FOR NOTIFICATION

The Recruitment Rules or amendment(s) thereto as finally approved by the Union Public Service Commission are required to be notified within a period of 10 weeks from the date of receipt of their advice letter. This time limit should be strictly adhered to.

## 5.3 LAYING ON THE TABLE OF BOTH THE HOUSES

Although the Recruitment Rules are statutory in nature, the copies of the notification of the same need not be placed on the Table of both the Houses of Parliament (CSL 14017/2/81-Estt. (RR) as Article 309 of the Constitution, under which these are framed, does not prescribe this is being done.

## 5.4 PUBLICATION IN THE EMPLOYMENT NEWS

In order to have adequate number of officers for posts which are to be filled by 'deputation', the vacancy circulars should invariably be published in the 'Employment News'. This will be in addition to the normal method of circulation to various Ministries/Departments and other agencies mentioned in the Recruitment Rules. The minimum time allowed for receipt of nominations should be 2 months. In a few cases where there are compelling reasons to fill the vacancy on urgent basis, a shorter time limit, which should not be less than 6 weeks may be prescribed with the approval of the Joint Secretary concerned. When a reference is made to UPSC for selection on 'deputation', the Ministries/Departments should enclose a certification to the effect that the vacancy circular has been dispatched to all the agencies prescribed in the rules and that the gist of the Circular has appeared in the Employment News.



### 5.5 REPORTS & QUARTERLY RETURNS

Quarterly returns in respect of the recruitment rules for service should be sent in time to the Department of Personnel & Training and the Union Public Service Commission (for Group 'A' & 'B' posts) to enable them to keep a watch on the progress made in finalizing the recruitment rules.

**(D.P. & A.R. O.M. No. 2/24/74-Estt. (D) dated 17-10-74)**

### 5.6 INFORMATIONAL AIDS

In order to facilitate framing of draft recruitment rules, the Ministries/ Departments are requested to make use of the following materials:

- (i) Handbook on Recruitment Rules.
- (ii) Instructions on probation and Constitution of DPCs.
- (iii) UPSC (Exemption from consultation) Regulations, 1958
- (iv) Model Recruitment Rules issued by the Department of Personnel & Training in respect of various categories of posts.

## ANNEXURE I

## RECRUITMENT RULES FOR IN THE MINISTRY OF

## SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
	*Number (year) * Subject to variation dependent on workload					

\* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
8	9	10	11	12	13

## ANNEXURE II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a) Name of the posts	
	(b) Name of the Ministry/Department	
	(c) Number of posts	
	(d) Scale of pay	
	(e) Class and service to which the posts belong	
	(f) Ministerial or non-Ministerial )of F.R.9 (17)	
2.	Appointing Authority	
3.	Duties of the post in detail	
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	
5.	Methods of recruitment proposed-	
6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	
	(b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	
	(ii)Please state briefly the educational qualifications possessed by the persons in the field of promotion.	
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	

Contd.../-



	(f) (i) Is the promotion to be made on selection or non-selection basis?	
	(ii) Reasons for the proposal (i) above.	
	(g) If a DPC exists, what is its composition.	
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8.	If direct recruitment is proposed as a method of recruitment please state	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	
	(b) Indicate if there are any promotional avenues for the direct recruits?	
	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified  Essential  Desirable  (e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	

Contd.../-

	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	(b) The percentage of vacancies proposed to be filled by this method.	
	(c) The period to which deputation will be limited.	
	(d) The names of the posts of grades or services etc. from which deputation/ absorption is proposed	
12	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals  
Telephone No. \_\_\_\_\_

Place:  
Date:

ANNEXURE III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post:  
(b) Name of the Ministry/Deptt.:
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed.
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No.-----

Place:

Date:



## ANNEXURE IV

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for relaxation of Recruitment Rules.

1	(a) Name of the post. (b) Name of the Ministry/Department. (c) Scale of pay (d) Class and service to which the post belongs to: (e) Is the promotion to be made on selection or non-selection basis.	
2.	Updated copy of the Recruitment Rules with covering notification.	
3.	Have the alternative methods of recruitment been tried by the Department. If so, indicate the results.	
4.	In the case of direct recruitment, is it necessary to revise the qualifications if the method of recruitment has failed more than once?	
5.	In the case of 'deputation' it may be indicated whether the vacancies were circulated through Employment News as required by the Department of Personnel and Training OM No. 14017/17/83 dated 22.5.86	
6.	Seniority List of officers who are to be considered for relaxation, to be attached.	
7.	In case probation period is prescribed for the officers under consideration, please indicate whether the officers have satisfactorily completed the probation period.	
8.	The number of years of ad hoc service (in the feeder grade) put in by the officers whose case is being considered for relaxation, with details	
9.	The reasons for making ad hoc appointments referred to in item 8 above, may be indicated: (a) Delay in DPC (b) Pending Court cases (c) Finalization of Recruitment Rules (d) Any other reasons.	

Contd../-

10	In case of Organized Services, the number of years of total Group 'A' Service (only regular service) may be indicated.	
11.	In the case of Organized services, it may be indicated whether the proposals is a result of cadre review of the Service.	
12	Has the proposal been approved by Secretary/Joint Secretary level officer in the Ministry/Department.	
13.	Name, address and telephone number of the Ministry's representative with whom the proposals may be discussed, if necessary, for clarification/early decision.	

Place:

Signature of the Officer sending the proposals

Date:

Telephone No. \_\_\_\_\_

\*\*\*\*

No. AB.14017/13/2013-Estt.(RR)  
Government of India  
Ministry of Personnel, PG & Pensions  
(Department of Personnel & Training)

\*\*\*

New Delhi the 31<sup>st</sup> March, 2015

**OFFICE MEMORANDUM**

Sub: Step guide for processing of the proposal for framing / amendment of Recruitment Rules.

The undersigned is directed to state that this Department has issued guidelines on framing/amendment/relaxation of Recruitment Rules vide OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010 which inter-alia provides thirteen column Schedule (Annexure-I) to be annexed with the notification of the Recruitment Rules. A detailed step guide (column-wise) for processing of the proposal for framing / amendment of Recruitment Rules is enclosed. The step guide material may be used for filling up thirteen columns Schedule (Annexure-I) to be annexed with notification part of the recruitment rules for various posts under Ministries / Departments.

2. Hindi Version will follow.

(Shukdeo Sahi) 31/3/15  
Under Secretary to the Government of India

\*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.

(Shukdeo Sahi) 31/3/15  
Under Secretary to the Government of India



**Step guide for processing of the proposal for framing / amendment of  
Recruitment Rules**

**Column 1: Name of post**

The name of the post is to be kept as per the model RRs issued by this Department for common categories of posts. In case of the post where model RRs are not issued the name of the post is to be kept as approved in the creation order of the post.

**Column 2: Number of post**

The number of post is to be filled in as per the existing RRs and taking into account the number of the posts created/abolished/upgraded thereafter. Copy of the orders needs to be placed on file while referring the RRs on file to DOPT to substantiate the numbers of the post.

**Column 3: Classification of the post**

Classification of the post is to be made as per the existing instructions.

**Column 4: Pay Band and Grade Pay/Pay Scale**

The entry Pay Band... (Rs.....) and Grade Pay Rs..... /Pay Scale is to be made as per the CCS (RP Rules), 2008.

**Column 5: Selection post or Non-Selection post**

The entry Selection or non-Selection will come only where promotion is either the sole method of recruitment or one of the methods.

•The method will be selection in the following circumstances:-

- (i)When promotion is from a lower Group to a higher Group (e.g. promotion from Group C to Group B post, or from Group B to Group A post)
- (ii)Promotions within Group B and Group A except where it is to a Non-functional Grade.

•The method will be non-Selection in the rest of the promotion cases.

• For Non-functional selection grade, entry will be placement on Seniority basis subject to suitability/fitness.

**Column 6: Age limit for Direct recruits**

Group C posts – between 18 years and 25 years\*

\* In case of post being filled up by all-India Open Competition, it would be – between 18 year and 27 years.

•Posts in Grade pay Rs.4200, Rs.4600 and Rs.4800 - 30 years

•Posts in Grade pay Rs.5400 - 35 years

•Posts in Grade pay Rs.6600 - 40 years



- Posts in Grade pay Rs.7600 - 50 years

- Posts in Grade pay above the Grade of Rs.7600 – Preferably below 50 years\*\*

\*\*Ministry/ Department may examine the age limit requirement at the time of framing of RRs and incorporate specific age limit higher than 50 years.

NOTE: Apart from the age concessions admissible to the SC/ST/OBC category (which is covered under the Saving clause of the notification of the RRs), the following age concessions applicable for Government Servants need to be incorporated:-

- For Group C posts –

(The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government)

- For Group A & B posts – (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government)

- The following entry to be incorporated in all the RRs (where recruitment is made other than UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.

- The following entry to be incorporated in the RRs (where recruitment is made by UPSC/ SSC) in the form of a Note:-

Note: The crucial date for determining the age limit shall be as advertised by UPSC/ SSC.

#### **Column 7: Educational and other qualifications required for direct recruits**

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, and if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties. But they should be determined, as far as possible, keeping in view the provisions in the approved Recruitment Rules for similar posts and higher and lower posts in the same hierarchy.

- For Group A and Group B posts of general or administrative nature, the minimum qualification may be a Bachelors Degree in any discipline from a recognized University; for posts of technical or specialized nature, the minimum qualification may be a Masters Degree in the relevant discipline.

- Prescribing First or Second Class / Division in respect of an educational qualification e.g. Degree to be avoided and a simple Degree / Master's Degree be prescribed.



- To be ensured that the qualifications and experience prescribed are the minimum required for the post. On the ground that persons with higher qualifications are available, the minimum required qualification/ experience need not be stepped up.

**Column 8: Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees**

The entry under this Col. will be either 'yes' or 'no' or 'not applicable'.

- The entry will be 'not applicable' where in the particular RRs, direct recruitment/promotion is not a method prescribed
- Under 'no', the entry could be either a simple 'No' or a qualified one – i.e., 'No, but must possess at least.....'.
- The entry will be 'No' in all cases of RRs of non-technical posts.
- For junior Group A and Group B posts, only the basic qualification in the discipline need be insisted upon even in scientific and technical posts – e.g. if the minimum qualification is degree in civil engineering for direct recruits, for the promotees it may be at least a diploma in civil engineering. In such cases, the entry under Col. No. 9 will be "No, but must possess at least a diploma in civil engineering".
- For scientific and technical posts in the Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 6600 and above, the entry shall normally be 'Yes'.

**Column 9: Period of probation, if any**

Probationary period is prescribed only in RRs where direct recruitment or re-employment (before the age of superannuation) is a method or where promotion is from a lower group to a higher group (e.g. from Group C to B, Group B to A).

**Period of probation**

- Promotion from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) - no probation.
- Promotion from a lower group to a higher group (e.g. from Group B to Group A) - 2 years.
- (i) For direct recruitment to posts except clause (ii) below – 2 years
- (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved – 1 year

Note: Training includes 'on the job' or 'Institution

- Officers re-employed before age of superannuation – 2 years
- Appointment on contract basis, tenure basis, re-employment after superannuation and absorption – no probation.

**Column 10: Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods**



•The methods to be prescribed and the percentage of vacancies to be filled by each method in each individual case to be decided keeping in view inter alia

(i) Structure of the cadre/hierarchy

(ii) Availability of suitable personnel in the relevant feeder grade

(iii) Need for induction from outside through Direct Recruitment or Deputation (including Short-term Contract)/Absorption on functional considerations.

Need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre.

•While fixing the proportion for promotion, to ensure that the feeder grade concerned has sufficient strength to sustain the same. The feeder grade to promotion grade ratio should be 2 at least for the method of recruitment as 'Promotion failing which Deputation'. In case of feeder grade to promotion grade ratio is 3 to 5 times, the method may be prescribed as 'Promotion'.

•Direct recruitment at successive level to be avoided.

•Direct recruitment against isolated posts to be avoided.

•The method of short term contract could be included when services of suitable officers belonging to non-government organizations (ex. Universities, recognized institutes, public sector undertakings etc.) are required for appointment to teaching/research/ scientific or technical posts.

•Where absorption is prescribed in the RRs the absorption will apply only to officers belonging to the Central and State Government and UT Administrations.

•The composite method of deputation/promotion or deputation (including short term contract)/promotion to be prescribed where the field of promotion consists of only one post.

**Column 11: In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made**

Entry for promotion:

..... (name of feeder grade) in PB..... Rs..... and GP Rs..... with ....years of regular in the grade and having successfully completed .... weeks training in ..... (subject/ area of work relevant to duties & responsibility of the higher post)\*

\* The duration of training may be decided taking into account the functional requirement, knowledge & skill up-gradation of feeder grade officers and infrastructure of the organization.

Entry for deputation or deputation/absorption:

'Officers of the Central Government (or the Central Government/State Government or Union territories):

(a)(i) Holding analogous post on a regular basis in the parent cadre or department;  
or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) \*\* (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

\*\* Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Entry for deputation (ISTC) or deputation (ISTC)/absorption:

'Officers of the Central Government, State Government, Union territories autonomous or statutory organization, PSUs, University or Recognized Research Institution:

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) \*\* (possessing the qualifications and experience prescribed for direct recruitment under Col. No.7-if DR is a method of appointment).'

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

\*\* Where direct recruitment is not a method in the Rules, appropriate educational qualifications and experience to be prescribed.

Note: The Central or State Government officers shall only be considered for absorption. (Where absorption is also prescribed.)

Entry for Deputation / Promotion

'Officers of the Central Government, State Government or Union Territories

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience.'

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level



Note: The departmental ..... (Designation of the officer) in Pay Band ... Rs..... and Grade Pay Rs..... with ..... Years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

#### Entry for Deputation (including Short Term Contact)/Promotion

‘Officers of the Central Government, State Government, Union Territories, autonomous or statutory organization, PSUs, University or Recognized Research Institution

(a)(i) Holding analogous post on a regular basis in the parent cadre or department; or

(ii) \* With..... years service rendered after appointment to the post on a regular basis in the Pay Band .... Rs..... Grade Pay ..... or equivalent in the parent cadre or department; and

(b) possessing appropriate qualifications and experience

\* Where it is necessary to extend the field of selection for deputation to posts below the analogous level

Note: The departmental ..... (Designation of the officer) in Pay Band ... Rs..... and Grade Pay Rs..... with ..... Years of regular service in the grade and having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

#### Column 12: If a Departmental Promotion Committee exists what is its composition

- The entry under this Col. will either be ‘Not applicable’ or composition of the Departmental Promotion Committee (DPC) for considering promotion or Departmental Confirmation Committee (DCC) for confirmation to be incorporated.
- The DPC will appear only where the method of recruitment prescribed in Col. No. 11 includes promotion.
- DCC will appear where probation period is prescribed in Column 9.
- Composition of DPC
- Total strength of the Committee shall not be less than 3 including the Chairman.
- The Chairman and members shall be atleast one level above the post to which promotion is to be made.
- The level of the Chairman and members, association of members from other departments etc. to be decided as per instructions of DOPT.



•Where the UPSC is associated with the DPC, the DPC will be chaired by the Chairman/Member of the Commission.

•Composition of DPC for confirmation to be on the lines as above with the change that the UPSC will not be associated with it.

**Column 13: Circumstances under which UPSC is to be consulted in making recruitment**

Where the posts are not exempt from the purview of UPSC as per the UPSC (Exemption from Consultation) Regulations, 1958 as amended from time to time, the UPSC is to be consulted for the following:

•for the purpose of recruitment to Group B and A posts; and

Circumstances in which the UPSC is to be consulted in making recruitments:-

•direct recruitment to Group A posts and Group B Gazetted posts;

•In cases of absorption to Group A posts and Group B posts;

•For appointment on deputation when the field of selection includes State Government officers and/or Group A and Group B officers of the Central Government. But where field of selection comprises Group A officers only of the Central Government, no such consultation of the UPSC is necessary;

•In cases of re-employment in Group A and B posts;

•Where the method of recruitment is the composite method of 'deputation/promotion' or 'deputation (including short-term contract)/promotion'.

•Where promotion from Group B to Group A is involved;

•In all cases of promotion by 'selection' to any Group A post (or Service) except for promotion from PB 3 GP Rs.5400 to PB 3 GP Rs.6600.