

STAFF SELECTION COMMISSION

Southern Region, Chennai 600006

INSTRUCTIONS

Proforma for sending Requisition for the post of Multi-Tasking Staff (Non-Technical) in Different States and Union Territories

(To be submitted in duplicate)

Kindly note the following instructions before filling up the format :-

1. The Staff Selection Commission (SSC) recruits Group `C' (Non-Technical) and Group `B' (Non-Gazetted) Posts up to the Level-8 of Pay Matrix in the 7th CPC [Grade Pay of Rs. 4800/- in the 6th CPC]
2. The requisitions for the post of Multi –Tasking (Non-Technical) Staff may be sent to the Regional/SubRegional Office concerned of the Staff Selection Commission in accordance with the place of initial posting.
3. The requisitions for Group B (Non-Gazetted) posts may be sent to the Secretary, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi 110003
4. Each requisition for the post of MTS (Non-Technical) is to be accompanied by the following documents:
 - a) A copy of the notified Recruitment Rules with GSR Number in bilingual (Hindi & English)
 - b) A copy of the No Objection Certificate obtained from Division of Retraining and Redeployment of the Department of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules 1990 notified vide DOPT Notification No.1/14/89-CS.III dated 28.2.1990 and DOPT letter Nof.1/5/2000-CS.III dated 10.11.2000.
 - c) A copy of the laid down duties and responsibilities attached to the post (Annexure A).
 - d) A certificate in accordance with DOPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018 in order to ensure compliance with the provisions of “The Rights of Persons with Disabilities Act, 2016” (Annexure B).
 - e) A certificate to the effect that he/she has personally checked and ensured the correctness of information given in the requisition form and provisions of Para 2.5. of the O.M. No. 7(2)/E.Coord/2013 dated 18.09.2013, as amended from time to time, of Ministry of Finance, Department of Expenditure, have been taken into account (Annexure C)
 - f) State-wise vacancies along with certificate regarding suitability of Colour blind persons in Appendix.

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PROFORMA

1	(i)	Name of the Organisation/Office	
	(ii)	Ministry/Department to which Attached	
	(iii)	Whether the requisitioning authority is authorized by the administrative Ministry/Department to place the requisition with the SSC directly?	Yes / No
2		Complete postal address of the Head of Office of the organization	
3		Requisition for recruitment for the post of	
	a)	Designation	
	b)	Scale of Pay	
	c)	Classification (whether Group C Non technical or Group B Non gazetted)	
4		Details of the post	
	a)	Brief description of the job requirements and nature of duties of the post	
	b)	Place of initial posting (including the name of the district and State) for each vacancy separately	
	c)	Whether All India Service Liability involved	
5		How have the vacancies arisen? <i>(Clearly specify, by promotion / resignation/death/ retirement, etc. In case the vacancy is due to failure of recruitment by transfer/deputation, the details thereof may also be indicated)</i>	

6	Break up of vacancies <i>(This may be shown in the vertical and horizontal component as indicated below)</i>					
	a)	Category-wise (Vertical) <i>(For SC/ST vacancies, details of current as well as backlog vacancies should be given)</i>	Category	No. of vacancies	Current	Backlog
			UR			
			OBC			
			SC			
			ST			
			EWS*			
			Total			
	*In accordance with DOP&T's OM No. 36039/1/2019-Estt.(Res.) dated 19.01.2019					
	b)	Horizontal Reservation Whether the post is identified as suitable for				
OH		Yes / No				
HH		Yes / No				
VH		Yes / No				
c)	Others					
	Out of the total vacancies shown above in col. 6(a), the number of vacancies for Persons with Disabilities (PwD) :-					
	OH					
	HH					
	VH					
d)	Others					
	Out of the total vacancies shown above in col. 6 (a), the number of vacancies for Ex-serviceman (ESM) (Horizontal reservation)					
<i>Please note that the vacancies mentioned in the vertical component shall be total number of vacancies inclusive of the horizontal component)</i>						
7	Period of probation					
8	Qualification as laid down in the notified Recruitment Rules, including any relaxation					
	a)	Essential				
	b)	Desirable				

9		Age Limits	
	a)	As per Recruitment Rules	
	b)	Relaxation in Upper Age Limit available to	
	i)	SC	by _____ years
	ii)	ST	by _____ years
	iii)	OBC	by _____ years
	iv)	PH	by _____ years
	v)	PH & SC/ST	by _____ years
	vi)	PH & OBC	by _____ years
	vii)	Departmental Candidates	by _____ years
viii)	Central Govt Employees (other than (vii) above)	by _____ years	
ix)	Any others (specify details and extent of relaxation)	by _____ years	
	<i>(Note: As regards age relaxation to Physically Handicapped category candidates, your attention is invited to Department of Personnel & Training No. 43019/28/86-Estt(D) dated 01.02.1999)</i>		
10		Any other requirements or conditions not covered by the above columns	
11		Name, address and telephone numbers of the Departmental Representative (not less than the rank of Deputy Secretary of the Ministry/Department) who will be deputed/contacted to assist the SSC, if required	
12		Whether the captioned post(s) has/have been got exempted from ban orders imposed by the Ministry of Finance vide their OM Nos. F7(1)-E(Coord) /84 dated 3.1.1984 and F.7(3)/6/E.Coord/99 dated 5.8.1999 or any subsequent orders	
13		Whether the vacancies have been cleared by the Screening Committee of the Administrative Ministry in accordance with DoPT O.M. No. 2/8/2001-PIC dated 16.05.2001 and 6/18.6.2002.	
14		A "No Objection Certificate" from the Division of Retraining and Redeployment of the DOPT has been obtained in accordance with the CCS (Redeployment of Surplus Staff) Rules 1990 notified vide DOPT Notification No.1/14/89-CS.III dated 28.2.1990 and DOPT letter No.1/5/2000-CS.III dated 10.11.2000	

15	Whether the number of vacancies reserved for SC, ST, OBC and EWS (if applicable) as mentioned in column 6(a) above is in accordance with the reservation quota fixed for these communities as per DOPT OM No.36012/2/96-Estt (Res) dated 2.7.1997 and DOPT OM No.36012/5/97-Estt(Res) Vol. II dated 20.7.2000 and DOPT O.M. No. 36039/1/2019-Estt(Res) dated 19.01.2019.	
16	Whether the vacancies for Persons with Disabilities Handicapped and Ex-Servicemen have been worked out with reference to DOPT OM Nos. 36035/16/91-Estt.SCT dated 20.9.1994 and 36012/58/92-Estt (SCT) dated 1.12.1994, respectively?	
17	Whether the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 and 'The Rights of Persons with Disabilities Act, 2016' are complied with?	
18	Letter No. and date of the last requisition for the same post (along with category-wise break up of the number of vacancies) placed with the SSC by your Office	
19	Letter No. and date by which nomination has been made by SSC to your office earlier for the same post	
20	It is certified that	
	a) The information furnished against the above mentioned columns are correct and based on the official records available with this Office	
	b) Vacancies projected in this requisition are regular and all regular vacancies on date which fall within the direct recruitment quota have been included in this requisition, and also the necessary sanction of the Govt for these posts is available	
	c) The vacancies reported shall not be withdrawn nor the number and category-wise break up of vacancies shall be altered under any circumstances	
	d) Suitable personnel are not available with the Surplus Cell of DOPT for fill up these vacancies	
	e) While sending this requisition, the policy relating to 4% reservation for persons with disabilities has been taken care of	
	f) * The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably indicated in the vacancy position. *The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. However, none of the vacancies reported here has been earmarked/reserved for the disabled. *The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities. *The establishment/organisation to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Act 1995.	

	g) The number of vacancies reserved for SC,ST, OBC and EWS (if applicable)etc as mentioned incolumn 6 (a) above are in accordance with the reservation quota fixed by theGovernment for these communities
	h) Candidates nominated by the SSC against the vacancies reported in thisrequisition shall be given appointment by this Office within 3 months fromthe date of nomination

Place

Signature & Official seal of the
Officer authorized to send this
requisition:

Date -----

Telephone No.

FAX No.
(mandatory)

E mail :
(mandatory)

GOVERNMENT OF INDIA
Department of _____
Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

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

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

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

Official Seal

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

Encl.: RRs.

GOVERNMENT OF INDIA

Department of _____
Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

It is certified that necessary reservation provisions in Recruitment Rules regarding implementation of reservation for persons with disabilities have been made in terms of para 17(iv) of the judgement of Delhi High Court and DOP&T's OM No.36012/23/2009-Estt(Res) dated 04.05.2009. Further, the provisions in the DOP&T's OM No. 36035/3/2004-Estt(Res) dated 29.12.2005 and OM No. 36035/02/2017-Estt(Res) dated 15.01.2018 as amended from time to time and in the Standing Instructions of the Government of India in force have also been duly complied with.

2. It is also certified that the requirement of the 'THE RIGHTS OF PERSONS WITH DISABILITES ACT, 2016'* which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancy(ies) reported in this requisition fall(s) at Point No(s)..... of Cycle No..... of 100 point Reservation Roster out of which number of vacancy(ies) is/are reserved for persons with benchmark disabilities and the details are as follows-

Category		UR	OBC	SC	ST	EWS	Total
OH	:						
HH	:						
VH	:						
Others							

3. It is also certified that the post of which is identified **SUITABLE/ NOT-SUITABLE** for ORTHOPAEDICALLY HANDICAPPED (OH)/ HEARING HANDICAPPED (HH)/ VISUALLY HANDICAPPED (VH) PERSONS with following DISABILITIES-

Name of Disabled Category(ies)	Category(ies) of Disability permissible/suitable for jobs attached to the post (i.e. BL, BA, BLA, OL, OA, OAL, BH, LV,B, PB,D,PD etc.)
OH	
HH	
VH	
Others	

Official Seal

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

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

GOVERNMENT OF INDIA
Department of _____
Ministry of _____

F.No. _____

Date: _____

CERTIFICATE

I have personally checked and ensured the correctness of all information given in the Requisition Form for the post of _____.

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

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

Official Seal

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

APPENDIX

State-wise vacancies

1. Name of Organization/Office _____
2. Name of Ministry/Department _____
3. State-wise break-up of vacancies :-

State/Union Territory	UR	OBC	SC	ST	EWS*	Total (1+2+3+4 +5)	Ex- servicemen (ESM)	Category with Disability**				Remarks***
								VH	OH	HH	Others	
Andhra Pradesh												
Telangana												
Tamil Nadu & Puducherry												
Total												

*In accordance with DoP&T O.M No.36035/1/2019-Estt (Res.) dated 19.01.2019

** In accordance with para 10 of DoP&T O.M. No. 36035/02/2017-Estt(Res.) dated 15.01.2018.

*** Note : Any other specific requirement as per nature of duties and responsibilities attached to the post may be indicated. To illustrate, if the post is identified suitable for Persons with Colour Blindness, the same may be indicated along with number of vacancies identified suitable for Colour blind persons.

Signature & Designation of Requisitioning Officer with seal

