

STAFF SELECTION COMMISSION (WR)

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INSTRUCTIONS

Proforma for sending Requisitions

(To be submitted in duplicate alongwith APPENDIX-I)

Kindly read the following instructions before filling up the format:

1. The Staff Selection Commission (SSC) is making recruitment of Group C (Non Technical) posts and Group B (Non Gazetted) posts where the maximum of the scale of Grade Pay is less than or equal to Rs 4800/-
2. The requisitions for Group B (Non Gazetted)) & Group C (Non Technical) posts may be sent to the concerned Regional/Sub Regional Office of the Staff Selection Commission in accordance with the place of initial posting.
3. Office Seal must be pasted in each page of requisition form.
4. Each requisition is to be accompanied by the following documents:
 - a) A copy of the notified Recruitment Rules with GSR Number.
 - b) A copy of the laid down duties and responsibilities attached to the post be forwarded in bilingual format (i.e. Hindi and English)
 - c) A copy of the No Objection Certificate obtained from the Central (Surplus Staff) Cell 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
5. The requisition form should be complete in all respect and may be forwarded alongwith requisite documents mentioned at Sl.No. 4(a-c) . Apply (√) wherever applicable. Do not leave any columns blank failing which the requisition will be considered as **INVALID/INCOMPLETE and the same will be returned unactioned.**

REQUISITION FORM

- 1 (i) Name of the Organisation/Office : _____
(ii) Ministry/Department to which : _____
attached
(iii) Whether the requisitioning authority :
is authorized by the administrative Yes No
Ministry/Department to place the
requisition with the SSC directly?
2. Complete postal address of the Head : _____
of Office of the organisation _____

3. Requisition for recruitment for the
post of
a) Designation : _____
b) Scale of Pay : _____
c) Whether this post is Group B (Non
gazette) or Group C
d) If the post is Group C, strictly mentioned : _____
whether it is Technical/Non Technical
4. Details of the post ...
a) Brief description of the job : Please follow the para-5(b) of
requirements and nature of duties of instruction.
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 : Yes No
involved
5. How have the vacancies arisen? : _____
(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) _____

6. Break up of vacancies (This may be
shown in the vertical and horizontal
component as indicated below)

a) Category-wise (vertical)
(For SC/ST vacancies, details of current as well as backlog vacancies should be given)

Category	No. of vacancies	Current	Backlog
UR			
OBC			
SC			
ST			
Total			

b) Horizontal Reservation

Whether the post is identified as suitable for

OH

Yes

No

HH

Yes

No

VH

Yes

No

Out of the total vacancies shown above in col. 6(a), the number of vacancies for PH (horizontal reservation)

OH

: _____

HH

: _____

VH

: _____

Out of the total vacancies shown above in col. 6 (a), the number of vacancies for Ex-serviceman (Horizontal reservation)

: _____

(Please note that the vacancies mentioned in the vertical component shall be total number of vacancies inclusive of the horizontal component)

7. Period of probation

: _____

8. Qualification as laid down in the notified Recruitment Rules, including any relaxation

a) Essential

: _____

b) Desirable

: _____

(Please indicate 'NIL' if not specified in the Recruitment Rules)

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

(Note: As regards age relaxation to Physically Handicapped category candidates, your attention is invited to Dept of Personnel & Training OM No.43019/28/86-Estt (D) dated 1.2.1999)

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 to assist SSC at the interview : _____

12. Whether the captioned post(s) has/have been got exempted from ban order 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. a) Whether copy of Notified Recruitment Rules is enclosed alongwith requisition : _____

Kidly mentioned the GSR No. of Notified Recruitment Rules (mandatory) : _____

b) Whether "No Objection Certificate" from the Central (Surplus Staff) Cell (now redesignated as Retraining and Deployment) 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 and enclosed : _____

14. Whether the number of vacancies reserved for SC, ST and OBC as mentioned in column 6 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? :

15. Whether the vacancies for Physically 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? :

16. Whether the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 are complied with? :

17. 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 :

18. Letter No. and date by which nomination has been made by SSC to your office earlier for the same post :

19. I, _____ Head of the Department hereby certify that I have personally checked and ensured the correctness of the information given in the requisition form and 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 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) The number of vacancies reserved for SC/ST, OBC, etc as mentioned in column 6 above are in accordance with the reservation quota fixed by the Government for these communities
- f) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this Office within 3 months from the date of nomination
- g) While sending this requisition, the policy relating to 3% Reservation for Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 has been taken care of in compliance with DOPT OM No.36035/19/99-Estt (Res) dated 17.9.1999 and the indented vacancies to indicate the points against which the vacancy falls in the Reservation Roster.

h) ***Please put (✓ or X) in the box provided for the following, as applicable***

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

Place: _____

Date: _____

Signature & Official seal of the
Officer authorized to send this
requisition
Telephone No.:
Email: