

**F. No. AB.14017/ 59/2007-Estt. (RR)**

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi

Dated the 29<sup>th</sup> August, 2007

**OFFICE MEMORANDUM**

Subject:- Incorporation of duties of a post in the vacancy circular

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Attention of the various administrative Ministries/Departments is invited to the consolidated instructions issued by this Department under OM No. AB.14017/71/89-Estt.(RR) dated 3.10.1989 on the procedure to be followed in cases where appointment is to be made by transfer on deputation/transfer basis (now deputation/absorption, respectively). Though these instructions *inter alia* stipulate that all the salient features of a vacancy – qualifications and experience, officers eligible, last date for receipt of nominations etc. - should be incorporated in the vacancy circular, they do not specifically stipulate that the duties attached to the post should also be mentioned in the vacancy circular/Employment News.

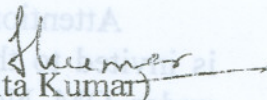
2. The UPSC have pointed out that job description rarely finds a mention in the advertisement for filling of vacancy by deputation in the advertisements published by the various Ministries/Departments. As the nomenclature of a post is not necessarily indicative of the nature of the duties attached to it, on many occasions, the candidates appearing before the Selection Committee for personal talk, are not aware of the duties the incumbent to the post would be required to perform.

3. The Commission feels that such shortcomings in the advertisement could be one reason for the poor response to advertisements; presently, response received is often from candidates whose expertise does not match the requirement of the post and many

times, candidates more suited for a post also does not apply. In the advertisements released by the Commission in the Employment News for filling posts by direct recruitment, the duties attached to the post in question are briefly listed out.

4. The suggestion of the UPSC in this context that the various Ministries/Departments shall invariably and specifically mention the duties attached to a particular post in the advertisement released for filling the same has been examined in this Department and it has been decided to accept the same. The various Ministries/Departments, etc., may ensure that while releasing vacancy circulars and publishing the vacancies in the Employment News, a brief description of the duties attached to the post in question is invariably incorporated.

5. Hindi version will follow.

  
(Smita Kumar)  
Director

To  
**All Ministries/Departments of Government of India**

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.
9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC (10 copies).
11. All Officers and Sections in the Department of Personnel necessary action
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
15. Establishment (RR Division) (200 copies)