

No. AB 14017/12/87-Estt. (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
.....

New Delhi, the 18th March, 1988

OFFICE MEMORANDUM

Subject: Revision of guidelines for framing/amendment/relaxation
of recruitment rules issued on 22.5.1979

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. 14017/24/76-Estt. (RR) dated 22.5.79. Subsequently, a number of orders and clarifications have been issued on the subject. As part of this Ministry's Action Plan for the year 1987-88, the existing instructions have been reviewed and consolidated in the form of "Guidelines on framing/amendment/relaxation of recruitment rules", a copy of which is enclosed. This will replace the existing Part I of the Hand Book on "Recruitment Rules".

Sd/-

(S.K. Parthasarathy)
Joint Secretary to the Govt. of India

To

All Ministries and Departments of the
Govt. of India (As per standard list)

DRAFT GUIDELINES ON FRAMING/AMENDMENT/RELAXATION OF
RECRUITMENT RULES

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GUIDELINES ON FRAMING/AMENDMENT/
RELAXATION OF RECRUITMENT RULES

PART - 1

GENERAL 1.1 INTRODUCTION OF GENERAL PRINCIPLES

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

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 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 fixed 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 Commissions/ 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. Where necessary, the services of surplus employees who have either retired/ retrenched on completion of the maximum permissible period of stay of six months on the rolls of the Central (Surplus Staff) Cell of this Department can also be utilised by obtaining the addresses of such staff from the Cell.

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 coterminus with the life of the Commission and that they will not have any claim for regular absorption in Government."

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PART - II

PROCEDURE

AUTHORITIES 2.1
COMPETENT TO
APPROVE DRAFT
RULES

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 authorised 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:-

<u>Posts/Services</u>	<u>Authority</u>
Groups C & D	Joint Secretary
Groups A & B	
posts/services	Secretary
(excepting those indicated below)	
Framing of or important amendments to recruitment rules for posts of Heads of Departments & Organised Services	Minister

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

DELEGATIONS 2.1.2 TO THE MINISTRIES The Administrative Ministries/Departments are empowered to frame/amend recruitment rules in respect of Groups 'C & D' posts keeping in view the guidelines issued by this Department on various aspects. In cases of deviations from the existing guidelines, the concurrence

.....6/-

of this Department is to be obtained in cases of framing/ amendment of recruitment rules even for Group 'C' & 'D' posts. The Ministries/Departments are competent to relax the recruitment rules for Groups 'C' & 'D' posts.

(CD.14017/10/85-Estt.(RR) dt. 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 that Department.

FORMATS 2.2. Recruitment Rules for Groups 'A' & 'B' posts/services & FORMS

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 post/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 established services) in the proforma in Annexure I.
- ii) Supporting particulars in Annexure II.
- iii) Recruitment Rules for the feeder post(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.

2.3. Model Recruitment rules for a number of posts

In consultation with the Union Public Service Commission have been circulated to all Ministries. These have been included in Part II of the Handbook on Recruitment Rules. While framing recruitment rules for such Posts, the Model rules should be adhered to.

ORGANISED 2.4. In respect of framing of recruitment rules for posts which are not covered by any of the organised Services, the format of a Notification accompanied by the 14 Column Schedule as given in Annexure I will be used. As for organised Services, Comprehensive service rules shall be framed covering, inter-alia, the following aspects:-

1. Short Title and Commencement
2. Definitions
3. Constitution
4. Grades, Authorised Strength and its review
5. Members of the Service
6. Initial Constitution of the service
7. Future maintenance of the service
8. Appointments by transfer on 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

CONSULTATION 2.5. Ordinarily, the draft recruitment rules will
WITH D.P.&T. be returned by the Department of Personnel and 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 2.6 After obtaining the concurrence of the Department
WITH UPSC 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, alongwith 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 [the /of
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, a suitable Note may be inserted in the recruitment rules so that the seniors who have completed the probation period, are also be considered where the juniors who have completed the requisite service are being considered.

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 issued 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 INCUM-
BENTS WHILE
UPGRADATION

3.1.4. When the posts are upgraded and consequently the recruitment rules are being amended, a suitable provision may be made to the effect that the fitness of the incumbent in the feeder grade with the requisite service shall be considered by the competent authority or Commission (in respect of Groups 'A' & 'B' posts). In case he is considered fit, he shall be deemed to have been promoted to the higher grade. In case he is not considered fit, his case will be reviewed every year, till such time, he will continue to hold the post in the lower grade.

REVIEW OF
RECRUITMENT
RULES

3.1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effect such changes 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 these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Casts, 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
POSTS

3.2. Column 1: (Name of posts)

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

No. of post(s) 3.3 Column 2: (No. 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, C or D 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, C or D as specified in rule 6 of CCS (CCA) Rules. (D.P.&A.R. Notification No. 21/1/74-Estt. (D) dt. 11.11.75)

2. Whether Gazetted or Non-Gazetted.

3. Whether Ministerial or Non-Ministerial

SCALE OF PAY 3.5 Column 4: (Scale of pay)

The full scale of pay 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 transfer, the entry should be "Non Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer on deputation), the words 'Not Applicable' may be used.

(MHA OM No. 1/4/55-RPS dt. 16.5.57)

BENEFITS OF ADDED YEARS OF SERVICE 3.7 Column 6: (Whether the benefit of added years of service is admissible under rule 30 of the CCS

(Pension) Rules, 1972.

In cases where for the scientific, medical, technological and other professional posts and services, the benefit of added years of service for pension under Rule 30 of the CCS(Pension) Rules, 1972 is considered essential such posts should be identified in consultation with the Department of Pension and Pensioners' Welfare and the Union Public Service Commission and a suitable provision should be incorporated in the relevant recruitment rules so that the benefit is automatically available to all the candidates who are recruited in accordance with the provi-

sions of these rules and it does not become necessary to take a decision in each individual case at the time of recruitment. In cases where it is desired to allow this benefit in respect of a post for which recruitment rules are already existing, the administrative Ministry/Depts. concerned may examine the admissibility of this benefit and refer the file to the Department of Pension & Pensioner's Welfare with a specific recommendation. If the proposal is approved by the Department of Pension & P.W., the administrative Ministry may take up the case for formal amendment of the recruitment rules (in Annexure-III) direct with the UPSC. Reference to Estt(RR) Section of the Department of Personnel & Training is not required. In other cases where new rules are being framed, the administrative Ministry/Depts may examine and make their recommendations in regard to the entry to be made in column 6 along with other columns of the draft rules. Such cases should be referred to as usual to the Estt(RR) Section of the DP&T after examining the draft rules, Estt(RR) Section will refer the case to the Department of Pension & Pensioner's Welfare for approval for grant of the benefit of "added years of service", wherever a proposal to this effect has been made. Thereafter, the approval of the Department of Personnel & Training will be conveyed to the draft rules as a whole. The administrative Ministry may then take up the draft rules with UPSC for their concurrence in the draft rules as a whole including the entry in column 6.

(No.28/15/Pension Unit/84, dt.25.8.84).

AGE LIMIT
FOR DIRECT
RECRUITS

3.8 Column 7: (Age for direct recruits).

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

- (a) "Up to.....Years".
(Where only the maximum age-limit is intended to be prescribed).
- (b) "Between.....and.....Years".
- (c) "Preferably.....Years".
(Where it is proposed not to prescribe any fixed upper age-limit but to keep it elastic).

(DP&AR O.M.NO.2/66/71-Estt(D), dt. 6.9.75)

RELAXATION FOR
DEPARTMENTAL
CANDIDATES

3.8.1 A provision may be made in the rules for relaxation of the upper age-limit for departmental candidates upto 35 years for appointment by direct recruitment to Groups 'C' & 'D' posts. Provision on age-relaxation in favour of Government servants for appointment by direct recruitment to Groups 'A' & '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)

(DOP&AR OM No.CSL.14017/1/82-Estt(RR), dt. 3.9.82).

In case the existing recruitment rules do not contain a relaxation of age-limit clause on the above lines for direct recruitment, the concerned administrative Ministries Depts may notify the amendment of this clause without further reference to the Department of Personnel & Trg.or

Union Public Service Commission. After getting it vetted by the Legislative Department, notification for amending the recruitment rules so as to incorporate the age-relaxation clause on the above lines may be sent direct to the Manager, Government of India Press. A copy of the Notification may, however, be endorsed to the Department of Personnel & Training and the Commission for information.

(DOP&AR OM NO.CSL.14017/1/82-Estt(RR), dt.4.6.83)

CRUCIAL
DATE FOR
CALCULATION
OF THE AGE
LIMIT

3.8.2 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 Pangl Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

UPPER AGE
LIMIT

3.8.3 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:

	<u>Posts</u>	<u>Age Limits</u>
(i)	Posts in the scale of pay having a maximum of more than Rs.5000/-	Preferably below 50 years.
(ii)	Posts in the scale of pay having a maximum of Rs.5000/-.	50 years
(iii)	Posts in the scale of pay having a maximum of more than 4500 but less than Rs.5000/-	45 years.
(iv)	Posts in the scale of pay having a maximum of Rs.4500/-	40 years
(v)	Posts in the scale of pay having a maximum of Rs.4000 or more but less than Rs.4500/-	35 years
(vi)	Posts in the scale of pay having a maximum of Rs.2900 or more but less than Rs.4000.	30 years
(vii)	Group 'C' & 'D' posts.	Between 18 and 25 years.

EDUCATIONAL
AND OTHER
QUALIFICA-
TIONS
REQUIRED FOR
DIRECT
RECRUITS

3.9.1 Column B: (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.

PRESCRIBING CLASS OR DIVISION 3.9.2 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 3.9.3 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 in the case of candidates otherwise well qualified.
Note 2:- The qualification(s) regarding experience is/are 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.

PREFER-
ENCE TO
HOME
GUARD/
CIVIL
Defence
VOLUNTEERS

3.9.4. Home Guard Volunteers are trained in Unarmed combat, crowd control, guard duty, patrolling, Map reading, weapon training etc. Their training may be useful in Group 'C' & 'D' posts like Constables, Security Guards, Despatch Riders, Peons, Orderlies, Firemen etc. Similarly, the Civil Defence Volunteers who are trained in rescue, fire fighting, first-aid and casualty care, nursing, sanitation and Public Health etc. may be preferred to posts like Nurse, Attendant, Stretcher-bearer, Medical Attendant, Health Visitor, Postmen etc. In cases where the administrative Ministries/Departments consider that the service/training of the Home Guards and the Civil Defence Volunteers will be useful in performance of duties of posts mentioned above, 3 years' service as Home Guard/Civil Defence Volunteers and training in at least 'Basic' and Refresher' courses in Home Guards and Civil Defence may be prescribed as 'desirable' qualification.

(DP&AR OM NO.14034/5/82-Estt(D), dt. 5.11.83)

TYPING
KNOWLEDGE

3.9.5 In respect of Group 'C' posts, if the Ministries/Departments consider typing knowledge as essential, typing speed of 30 words per minute in English or 25 words per minute in Hindi may be provided as an 'essential' qualification.

(DP&T OM NO.CD.14017/26/85-Estt(RR) dt.1.7.85)

EDUCATIO
NAL QUALI-
FICATION
FOR PRO-
MOTEES

3.10 Column (Whether age educational 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 scale of Rs.3000-4500 and above. Sometimes the qualifications for junior Group 'A' and Group 'B' posts may not be insisted upon in full but only the basis 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

3.11.1 Column 10: (Period of probation)

In the case of Organised 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 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 due course against the available sub-stantive 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 in 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 O.M.AB.14017/5/83-Estt(RR) dt.7.5.84)

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

<u>S.No.</u>	<u>Method of appointment</u>	<u>Period of probation</u>
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.
3.	For direct recruits to posts carrying a pay scale the minimum of which is Rs.5000 or above or to posts for which the maximum age-limit is 35 years or above and (a) where no training is involved. (b) If probation includes 'on the job' or 'Institution training'	1 year. 2 years.
4.	Officers re-employed before the age of superannuation.	2 Years.
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and permanent transfer.	No probation.

METHODS OF RECRUITMENT

3.12.1 Column 11: (Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer 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) Transfer
- (e) Re-employment
- (f) Short-term Contract

and the percentages 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 specific 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 formally 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 3.12.2. 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 seniority-cum-fitness, i.e., 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.

DIRECT
RECRUIT-
MENT

3.12.3. 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 transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer 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
 - (b) Possessing the qualifications and experience prescribed for direct recruits under col.6"
- (DP&T OM No.14017/8/84-Estt(RR) dt. 19.6.86)

TRANSFER 3.12.4. "Transfer" 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 Govt. Deptts. and State Govts. "Short-term contract" is also a form of deputation and this applies to officers from non-Govt. bodies, e.g. Universities, recognised 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-Govt. bodies are also tapped. In the case of isolated posts, it will be desirable to keep the method of recruitment of transfer on deputation/short-term contract, as , otherwise, the incumbents of the lower posts, if directly recruited, will not have any avenue of promotion. In fact, it may be worthwhile to bring such posts into an organised 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 organised 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.

TRANSFER

AND TRANS-

FER ON DE-

PUTATION

3.12.5 "Transfer" and "deputation" are not synonymous and there is a substantial difference between "transfer" and "deputation". Under the provision "transfer", the officer who will come, may be permanently absorbed in the post/grade. Such a "transfer" can be effected only in the case of officers from the Central/State Governments. 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

RECRUIT-

MENT

3.12.6 In cases where the method of promotion is by 'selection' and the field of promotion consists of only one post, the method of recruitment by "transfer" on deputation (including short-term contract)/promotion" is prescribed so that the departmental officers is considered alongwith 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/contract for the prescribed period of deputation/

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

FIELDS OF 3.13.1 Column 12: (Grade from which recruitment by
SELECTION promotion/deputation/transfer/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 'transfer on deputation/short-term contract/transfer' 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 eligi-

bility 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 13.2 The qualifying service for promotion from the 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

<u>From</u>	<u>to</u>	<u>Qualifying Service</u>
1.	2.	3.
1. Rs.8000(fixed)	Rs.9000(fixed)	3 years.
2. Rs.7600(fixed)	Rs.8000(fixed)	2 years.
3. Rs.7300-7600/ Rs.7300-7800	Rs.8000(fixed)	2 yrs. service in that grade.
3(a) Rs.7300-7600	Rs.7300-8000	Officers in the grade of Rs.7300-7600 without any minimum service in that grade failing which 3 yrs. service in Rs.5900-6700.
4. Rs.5900-7300	Rs.7300-7600	3 years.

5. Rs. 5100-5700	Rs. 5900-7300	2 years.
6. Rs. 5100-5700	Rs. 5900-6700	2 years.
7. Rs. 4500-5700	Rs. 5100-5700	2 years.
8. Rs. 4500-5700	Rs. 5900-6700	3 years.
9. Rs. 4100-5300	Rs. 4500-5700	3 years.
10. Rs. 3700-5000	Rs. 4100-5300	3 years.
11. Rs. 3000-5000	Rs. 3700-5000	4 years.
12. Rs. 3000-4500	Rs. 3700-5000	5 years.
13. Rs. 3000-4500	Rs. 3000-5000	2 years.
14. Rs. 2200-4000	Rs. 3000-4500	5 years.
15. Rs. 2375-3500	Rs. 2200-4000	2 years.
16. Rs. 2000-3500	Rs. 2200-4000	3 years.
17. Rs. 2000-3500	Rs. 2375-3500	2 years.
18. Rs. 2000-3200	Rs. 2000-3500	2 years.
19. Rs. 1640-2900	Rs. 2000-3500	3 years.
20. Rs. 1640-2900	Rs. 2000-3200	2 years.
21. Rs. 1600-2660	Rs. 1640-2900	2 years.
22. Rs. 1400-2600	Rs. 1640-2900	5 years.
23. Rs. 1400-2600	Rs. 1600-2660	4 years.
24. Rs. 1400-2300	Rs. 1400-2600	2 years.
25. Rs. 1350-2200	Rs. 1400-2300	3 years.
26. Rs. 1320-2040	Rs. 1350-2200	2 years.
27. Rs. 1200-1800	Rs. 1200-2040	2 years.
28. Rs. 1200-2040	Rs. 1400-2300/2600	5 years.
29. Rs. 1150-1500	Rs. 1200-1800	3 years.
30. Rs. 975-1540	Rs. 975-1660	2 years.
31. Rs. 950-1500	Rs. 1200-2040	8 years.
32. Rs. 950-1500	Rs. 975-1540	2 years.

1.	2.	3.
33.Rs.950-1400	Rs.950-1500	2 years.
34.Rs.825-1200	Rs.950-1400	2 years.
35.Rs.800-1150	Rs.950-1400	3 years.
36.Rs.800-1150	Rs.825-1200	2 years.
37.Rs.775-1025	Rs.800-1150	2 years.
38.Rs.750-940	Rs.775-1025	2 years.

PREFE-
RENCE
TO HOME
GUARDS

3.13.3 In the recruitment rules for the post of Peon, an additional provision may be made that after appointment, training in Home Guard will be obligatory, save in the case those who are physically handicapped to undergo such training.

DEPUTA-
TION

3.13.4 In cases where 'transfer on 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 organisation/department of the Central Government shall ordinarily not exceed----- years)".

(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 a pay scale the maximum of which is Rs.5700 or above, the period prescribed is '5 years', for the Middle Management Level i.e.

for posts having a pay scale with a maximum of Rs.4500 or above but below Rs.5700/-, 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.

3.13.4.1 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;
- (iii) isolated ex-cadre posts and specialised technical posts for which persons are drawn from all fields on the basis of deputation, transfer, direct recruitment and in some cases on promotion depending upon the availability of suitable persons for these posts.

3.13.4.2. 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 specialised fields like, agriculture, irrigation, power, health planning etc. where too frequent replacements would affect continuity in the organisation 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 specialised 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.

PROVISION 3.13.4.3 In respect of Groups 'A' & 'B' posts which are FOR ARMED FORCES PERSONNEL required to be filled by 'transfer on 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), dt. 31.5.85)

D.P.C 3.14.1 Column 13: (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 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--(i) Chairman or Member of the in each case.

UPSC -Chairman

(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.

(DP&AR O.M. No.14017/1/75-Estt.(D) Cell dt.27.11.75)

3.14.2 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 Groups 'C' & 'D' 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.

3.14.3 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.

3.14.4 The U.P.S.C. need not be associated in respect of posts where the promotion is based on seniority-cum-fitness.

3.14.5 The DPC consists of Chairman and Members only. The term "Member" ~~Secy.~~ 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".

3.14.6 The Union Public Service Commission is now not required to be associated with D.P.Cs. 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/transfer. 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. The proceedings of all Group 'A' DPCs are required to be sent to the UPSC. However, the proceedings of Group 'B' DPCs are required to be sent only in the case of posts in which direct recruitment has been laid down as a method of recruitment in the relevant

recruitment rules. In such cases, a 'Note' as under may be added.

"Note: The proceedings of the DPC relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."

CONSULTA-3.15

TION WITH

U.P.S.C.

Column 14: (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 'transfer', the Commission shall be consulted. Such consultation is necessary because permanent arrangements are being made without resorting to the method of open direct 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 one 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.13)

(vi.) 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 laid down in the field and the best person is selected.

(vii) Any relaxation or amendment of the provisions of the recruitment rules.

P A R T - I V

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 organised services).

4.3 Relaxation or 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.

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REPORTS &
QUARTERLY
RETURNS

5.5 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 finalising the recruitment rules.

(D.P.&A.R. O.M.No.2/24/74-Estt(D) dated 17.10.74)

INFORMA-
TIONAL
AIDS

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

- 1) Handbook on Recruitment Rules with - Supplement
- ii) Instructions on probation and Constitution of DPCs.
- iii) UPSC(Ehemption 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 MINISTRY/DEPTT. OF

No. of posts	Classification	Scale of Pay	Whether Selection post or non-selection post.	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension Rules), 1972.	Age Limit for direct recruitment required for direct recruitment.	Education
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Subject to variation dependent on work load. The year in which the indicated number exists should be given within brackets.

ANNEXURE .I

File No.....

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of Probation, if any.	Method of Rectt.: Whether by direct rectt, or by promotion or by deputation/transfer made.	In case of rectt. If a DPC exists by promotion/ deputation/ transfer to be position. in making rectt.	Cirroumatan ces in which U.P.S.C. is to be consulted
		fer & percentage of the vacancies to be filled by various methods.		

9 10 11 12 13 14

(Enclosure to OM No. AB 14017/29/85-Estt.(RR)Pt) dt.16.5.86)

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
(of MHA Notification
No.20/16/60-Estt.(A)
dated 13.3.1962).
- (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. Method's) 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
(of M.H.A. OM No.1/5/58-RPS
dated 26.2.58)

- (c) Percentage of vacancies in the grade proposed to be filled by promotion.
- (d) Reasons for proposing the percentage in (c) above.
- (e) 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 to DP&T along with the proposal.
- (f) 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.
- (g)
 - (i) Is the promotion to be made on Selection or non-Selection basis?
 - (ii) Reasons for the proposal in (i) above.

- (h) If a D.P.C. exists, what is its composition.
 - (i) 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 (of MHA O.M.No.2/45/55-RPS, dated 8.10.55) 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 (of MHA OM No.2/41/59-RPS dated 8.12.1959).
(ii) Is age relaxable 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 promotions?
 - (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.
- 11.
 - (a) Is deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer 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/transfer is proposed. (of MHA QM No.2/25/60-Estt(D) dated 19.8.1960).

12.

- (a) If any of the methods is 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 provision for initial constitution has been proposed.
- (c) Whether the recruitment rules relate to a post which is proposed to be down graded ? 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 Deptt. of Personnel and Training have concurred in the proposal ?
- (c) Whether the Deptt. of Pension and Public Grievances have concurred in for the grant of benefit of added years of service under the Pension Rules ?

14. If these proposals are being sent in response to any reference from the commission, please quote Commissions reference No.
15. Name, addresses and telephone numbers 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. _____

Date:

Place:

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 amends should be enclosed, duly flagged and referenced):

4.

Col.No.	Provisions in the approved rules	Revised provisions proposed	Reason for the revision proposed

5. 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. _____

Date:

Place: