

2/14/2011

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संख्या
No. 2/14/2011-RR



सत्यमेव जयते

संघ लोक सेवा आयोग
धौलपुर हाऊस, शाहजहां रोड़
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOGE)
DHOLPUR HOUSE, SHAHJAHAN ROAD

मेव मे
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नई दिल्ली-११० ०६९
New Delhi-110 069

दिनांक/Dt. 11/8/11

Shri Naved Masood
Secretary
Ministry of Corporate Affairs
A-Wing, Shastri Bhawan
New Delhi

Subject: Setting up of a single window system on pilot basis in respect of Recruitment Rules cases.

Sir,
NAVED MASOOD
SECRETARY

It has been observed that though there is a prescribed checklist for referring the cases to the Commission, many cases from the Ministries/ Departments are still being received without checklist and in some cases the checklist is not filled in properly or some columns remain unfilled leaving out vital information on the case. This creates problems in the Commission for scrutiny of proposals and the resultant correspondence which causes delays. The Commission have been contemplating on devising an effective method to ensure early finalization of Recruitment Rules proposals received from various Ministries/Departments. Accordingly, the decision of the Commission to introduce a single window system was announced to the representatives of various Ministries/ Departments during the workshop on Recruitment Rules held in the Commission's office on 7th and 8th July, 2011. The single window system would be operational from 1st September 2011.

2. Under the single window system, an officer of the Ministry /Department, not below the rank of Under Secretary, would be required to come in person with their proposals with prior appointment to concerned Under Secretary in R.R. Branch of the UPSC. The proposal will be scrutinized on the same day and in case the proposal is complete as per the checklist which has been devised by the UPSC (copy enclosed), the proposal would be accepted for further examination. Proposals, which are found incomplete at the time of initial scrutiny, will be returned on the spot after pointing out the deficiencies.


JS(A)

(AD - I, AD - IV, CCJ, CAT) - ACI enclosing

3. It may also be noted that in some cases, the Union Territories such as Union Territory of Chandigarh, Union Territory of Daman & Diu and Union Territory of Dadra & Nagar Haveli, Union Territory of Andaman & Nicobar Islands approach the concerned Ministry of the Government of India for formulation of Recruitment Rules in respect of Group 'A' posts. In these cases, the representatives of the Ministry may ensure that an officer of the concerned Union Territories also accompanies the officer of the Ministry to the Commission's office for scrutiny of the proposal.

4. It is therefore, requested that henceforth whenever a RR proposal is to be referred by the Ministry to the Commission for advice, an officer (not below the level of Under Secretary) may please be deputed along with the case records.

Yours faithfully,


(Sanjeevane Kutty)
Additional Secretary

Enclosure: Copy of the checklist

File No. _____

UNIT- _____

RECRUITMENT (RULES) BRANCH

CHECK LIST

Proposal for framing / amendment of Recruitment Rules

Subject:

S.No. 1 (R) Dy. No. _____ Dated _____

DOCUMENTS: 01

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|--|-----------|
| 1. Check list enclosed | YES/NO/NA |
| 2. Whether the proposal is from U.T. and if yes, whether Group 'A' or 'B' and if Group 'A' whether the proposal has been forwarded by the Ministry | YES/NO/NA |
| 3. Schedule (Annexure-I) enclosed. | YES/NO/NA |
| 4. Annexure-II enclosed. | YES/NO/NA |
| 5. Annexure-III enclosed. | YES/NO/NA |
| 6. If yes, whether annexure-II is signed. | YES/NO/NA |
| 7. If yes, whether annexure-III is signed. | YES/NO/NA |
| 8. Proposal concurred by Department of Personnel and Training. | YES/NO/NA |
| 9. If item 7 yes, whether notes exchanges furnished. | YES/NO/NA |
| 10. Concurrence of Department of P & P.W. obtained. | YES/NO/NA |
| 11. If item 9 yes, whether notes exchanged furnished. | YES/NO/NA |
| 12. Order sanctioning posts enclosed. | YES/NO/NA |
| 13. Order sanctioning additional posts enclosed. | YES/NO/NA |
| 14. In case post upgraded order furnished. | YES/NO/NA |
| 15. In case post redesignated, order furnished. | YES/NO/NA |
| 16. Duties of posts furnished. | YES/NO/NA |
| 17. Duties of feeder posts furnished. | YES/NO/NA |
| 18. Hierarchy of organization furnished. | YES/NO/NA |

PROMOTION: 02

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|---|-----------|
| 19. Whether promotion proposed. | YES/NO/NA |
| 20. If yes, whether Recruitment Rules for feeder posts finalised. | YES/NO/NA |

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|--|-----------|
| 21. Notified Recruitment Rules for feeder posts furnished. | YES/NO/NA |
| 22. Sanctioned Strength and revised scale of pay intimated. | YES/NO/NA |
| 23. Certified feeder post is for other promotional avenues. | YES/NO/NA |
| 24. No other promotional channel available to feeder post. | YES/NO/NA |
| 25. Stage,of promotion asked is according to norms. | YES/NO/NA |
| 26. If not any reasons for higher promotion quota. | YES/NO/NA |
| 27. Whether extent of stagnation in the lower grade intimated. | YES/NO/NA |
| 28. Whether along with promotion transfer on deputation has been prescribed under the failing which clause. | YES/NO/NA |
| 29. Whether direct recruitment proposed under the failing which clause along with promotion is in order? | YES/NO/NA |
| 30. Whether the number of posts in the feeder grade is sufficient to prescribe 100% promotion as the only method of recruitment. | YES/NO/NA |
| 31. Promotion has not been proposed along with Transfer. | YES/NO/NA |
| 32. Whether successful completion of Training in the relevant field included as a as a criteria to be considered by DPC | YES/NO/NA |

TRANSFER ON DEPUTATION: 03

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|---|-----------|
| 33. Whether Transfer on Deputation has been proposed. | YES/NO/NA |
| 34. If yes, the field of Transfer on Deputation is as per guidelines. | YES/NO/NA |
| 35. Whether short term contract also included. | YES/NO/NA |
| 36. Whether provision for AFP made. | YES/NO/NA |
| 37. If yes, whether ranks of AFP indicated. | YES/NO/NA |

DIRECT RECRUITMENT: 04

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|---|-----------|
| 38. Whether Direct Recruitment has been proposed. | YES/NO/NA |
| 39. If yes, whether further promotional avenues available to direct recruits. | YES/NO/NA |
| 40. Whether Age limit prescribed is in order. | YES/NO/NA |
| 41. Whether provision for filling short term vacancies made in Recruitment Rules when Direct Recruitment is the only method proposed. | YES/NO/NA |

GENERAL: 05

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| 42. Whether details of lower posts, if any, furnished. | YES/NO/NA |
| 43. Whether E.Qs proposed are recognised by University. | YES/NO/NA |
| 44. Whether E.Qs proposed are in accordance with any act. | YES/NO/NA |
| 45. Whether experience clause proposed is in order. | YES/NO/NA |
| 46. Whether period of experience proposed is in order. | YES/NO/NA |
| 47. Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above). | YES/NO/NA |
| 48. Whether as per guidelines EQs are to be insisted upon for promotees | YES/NO/NA |
| 49. In case EQs for direct recruits are proposed to be modified and are to be applied to promotees, whether safeguards provided for existing incumbents. | YES/NO/NA |
| 50. In case of mode was decided earlier whether particulars furnished. | YES/NO/NA |
| 51. Composition of DPC intimated. | YES/NO/NA |
| 52. In case of amendment whether copy of existing Recruitment Rules furnished. | YES/NO/NA |
| 53. Whether earlier reference number intimated. | YES/NO/NA |
| 54. Whether reasons for amendments specified. | YES/NO/NA |