

**PROFORMA FOR SENDING REQUISITION TO THE D.S.S.S.BOARD**

(Separate proforma may be filled for each post)†

**NOTE:****ALL ANSWERS IN THIS REQUISITION FORM SHOULD BE GIVEN IN WORDS AND NOT BY DASHES AND DOTS, NO COLOUMN SHOULD BE LEFT BLANK.**

(To be submitted in duplicate)

**INSTRUCTIONS**

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

1. The Delhi Subordinate Services Selection Board (DSSSB) is making recruitment of Group 'B' & 'C' Civil/Technical (Non-Gazetted) posts where the maximum of the scale of pay is less than Rs.10,500/-.
2. The requisitions for Group 'B' & 'C' posts may be sent to the Secretary, Delhi Subordinate Service Selection Board, *UTCS Building, 11th Floor, Vishwas Nagar, Institutional Area, Shahdara, Delhi-110032.*
3. Each requisition is to be accompanied by the following documents: -
  - a) A copy of latest notification promulgating the Recruitment Rules (as amended from time to time) duly signed by the Competent Authority.
  - b) A copy of the laid down duties and responsibilities attached to the post.
  - c) A copy of the No Objection Certificate obtained from the Services Department, Govt. of NCT of Delhi regarding surplus staff of the requisitioned posts in accordance with CCS (Redeployment of surplus staff) Rule, 1990 notified vide DOPT letter No.1/5/2000- C.S. III dated 10-11-2000.
  - d) A certificate to this effect that clearance has been obtained from the Screening Committee of the Administrative Department for filling up of the vacant post(s).
  - e) A certificate in accordance with DOPT OM No.36035/19/09-Intl.(Res.), dated 17-9-1999, in order to ensure compliance with the provisions of the Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995.

**PROFORMA**

1. Name of the Department /Organisation/Office
2. Complete postal address of the Head of Office of the Department/Organisation

3(a)(i) Brief particulars of the post(s) for which the requisition is being sent: -

Designation	Pay Scale plus allowances as admissible under the rules	Group & Service Cadre	Vacancies Pmt./ Temp.		Brief description of the job requirements and nature of duties of the post	Special persons	Reserved for Male/Female	Any other category other than 1 to 8
1.	2.	3.	4.	5.	6.	7.	8.	9.

3(a)(ii) Prospects of promotion to higher posts or time scale, if provided in the notified RR'S :

Present Scale

Period of Next Promotion

(b) Break-up of vacancies (This may be shown in the format of vertical and Horizontal components as indicated below: -

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	<u>Category</u>	<u>No. of Vacancies</u>
(c) Category-wise (Vertical) Break-up of vacancies	(i) UR :	.....
	(ii) OBC :	.....
	(iii) SC :	.....
	(iv) ST :	.....
	TOTAL	.....

(d) Horizontal Reservation :

(I) Whether the post is identified as suitable for:

(i) OH	Yes/No
(ii) HH	Yes/No
(iii) VH	Yes/No

(II) Out of the total vacancies shown above in Col.3(c), the number of vacancies for PH(Horizontal reservation)

(i) OH
(ii) HH
(iii) VH

(III) Out of the total vacancies shown above in Col.3 (c), the number of vacancies for

Ex-Servicemen (Horizontal reservation)

Contd...p/3...



(Please note that the vacancies mentioned in the

Vertical component shall be the total number of vacancies inclusive of the horizontal component)

4. Qualifications and experience as laid down in the notified Recruitment Rules including any relaxation

A. QUALIFICATIONS

(a) Essential

(b) Desirable  
(Please indicate 'Nil' if not specified in the Recruitment Rules)

B. EXPERIENCE

a) Essential

b) Desirable  
(Please indicate 'Nil' if not specified in the Recruitment Rules)

5. Whether qualifications and experience are relaxable in case of SC/ST Yes/No

6. 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

Contd...p/4....

- (iv) PH ..... by .....years
- (v) PH & SC/ST ..... by .....years
- (vi) PH & OBC ..... by .....years
- (vii) Departmental candidates ..... by .....years
- (viii) Are the age limits relaxable for Women /Widows ..... by .....years
- (ix) Are the limits and relaxation as above are in accordance with the prescribed recruitment rules? If no please state the reason for the deviation.
- (x) Whether the benefits of added years of services admissible under Rule 30 of the CCS(Pension) Rules is applicable to the posts

**Note:** As regards age relaxation to physically handicapped categories candidates, your attention is invited to DOPT OM No.43019/28/86-Extt.(D) dated 1-2-1999.

7. Period of Probation
8. Any other requirements or conditions specified for this post or not covered by the above columns.
9. Name, address and telephone number of the Departmental Representative who will be deputed to assist the DSSSB at the time of interview.
10. Whether the requisitioning authority is authorized by the Administrative Department, to place the requisition with the DSSSB directly?
11. If a vacancy is permanent whether it is to be filled on permanent or temporary basis. If a vacancy is temporary, how long is it expected to last irrespective of the period for which it had been sanctioned.
12. a) Have recruitment rules for the posts been approved by the Competent Authority. Quote the reference number and date. Enclosed an authenticated copy of latest notification promulgating the rules.



(b) If (a) above is not done, the reasons thereof.

13. Is the post pensionable or non-pensionable ?
  - (a) Are there any Provident Fund or other benefits & if so, please specify.
  - (b) Whether the New Defined Contributory Pension Scheme w.e.f. 1-1-04 as per Govt. of India OM No.1(7)(2)/2003/1A dated 07-01-2004 is applicable in compliance of instructions contained in letter No.F.14(1)/2004/Fin.(B) dated 19-07-2006 issued by Finance (Budget) Department of Government of NCT of Delhi.
14. Name, address and telephone number of the Departmental Representative with whom these proposals may be discussed.
15. Whether the captioned post(s) has/have been got exempted from the ban orders imposed by the Ministry of Finance vide their OM No.7(1)/E(Coord)/84 dated 3-1-84 and No.F.7/3/6/E/Coordn./99 dated 5-8-99 and subsequent orders issued in this regard by the Department of Finance, Govt. of NCT of Delhi.
16. Whether the number of vacancies reserved for SC/ST/OBC as mentioned in Col.2(c) above is in accordance with the reservation quota fixed for these communities as per the DOPTOM No.36012/2/96-Estt. (Res.) dated 2-7-1997 and DOPT No.36012/5/97-Est(Res.) Vol.II dated 20-7-2000
17. Whether the vacancies for Physically Handicapped and Ex-Serviceman have been worked out with reference to DOPT OM No.36035/16/91-Est./SCT dated 20-9-1994 and 36012-Estt.(SCT), dated 1-12-1994 respectively.

Contd...p/6....

18. Letter Number and date of last requisition for the same post (alongwith category wise break-up of the number of vacancies) placed with the DSSSB by your office.
19. Letter number & date by which nomination has been made by DSSSB to your office earlier for the same post.
20. Whether the provisions for addition of two years in upper age limit w.e.f. 1-4-99 in the matter of direct recruitment in Civil Services/posts has also been taken into consideration in this requisition as per Notification No.15012/6/98/Estt.(D) dated 21-12-1998 issued by the Govt. of India, Ministry of Public Grievances and Pension (DOPT), New Delhi.
21. The validity of panel will be 90 days after the publication of entire merit list for the candidates falling in the original zone of consideration and thereafter 45 days for extended zone of consideration. After this period the merit list for the particular examination would stand automatically exhausted.

It is certified that:

- (a) The information furnished against the above mentioned columns are correct and based on the official records available with the 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. of NCT of Delhi 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 Services Department, Govt. of NCT of Delhi for filling up these vacancies;
- (e) While sending this requisition, policy relating to 3% reservation for persons with disabilities has been taken care of;
- (f) (i)\* 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;  
 (ii)\* 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 hereby has been earmarked reserved for the disabled;  
 (iii)\* The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities;



- (iv) The establishment/organization to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions for 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 etc. as mentioned in column 3 (c) above are in accordance with the reservation quota fixed by the Government for these communities;
- (h) Candidates nominated by the DSSSB against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.
- (i) It is also certified that all enclosures required with requisition are enclosed herewith.
- (j) It is certified that number of vacancies reserved for SC/ST/OBC/Physically Handicapped, Ex-Serviceman, Male & Female mentioned in Col.No.3 (c &d) above are in accordance with the latest post based reservation roster/reservation quota fixed by the Government for these communities.

Encl.: As above.

Signature, Name, Designation and  
Official seal of the Officer authorized  
to send this requisition.

Place:

Tel. No.

Date:

**NOTE:**

In case it has been decided that any of the vacancies should not be filled, the details thereof, together with the period of which these are to be held in abeyance, may be given separately in an Annexure to be signed by the officer signing this requisition.

\* Strike off whichever is not applicable.

**FORM NO. 002**

**DRAFT ADVERTISEMENT (Please see instructions below)**

**NAME OF THE POST**

**Number of Vacancies:-** Total \_\_\_\_\_ (UR- , OBC- , SC- , ST- )

**Vacancies for EXSM, PH (OH), PH (VH \_\_\_\_\_ - VI \_\_\_\_\_, LV \_\_\_\_\_, ) etc. as per 001 proforma.**

**(The following will be strictly according to Recruitment Rules.)**

**1. Qualifications:-**

**(i) Essential :-**

**(ii) Desirable:-**

**2. Experience:-**

**(i) Essential :-**

**(ii) Desirable:-**

**3. Physical Standards:-**

**(i) Essential :-**

**(ii) Desirable:-**

**Pay Scale:-**

**Group-**

**Probation Period-**

**Age Limit:-**

-----to-----

**Relaxable for SC/ST-\_\_\_\_\_Yrs., OBC-\_\_\_\_\_Yrs., PH-\_\_\_\_\_Yrs., PH & SC/ST-\_\_\_\_\_Yrs., PH & OBC-\_\_\_\_\_Yrs., Govt. Employees-\_\_\_\_\_Yrs., Departmental Candidates-\_\_\_\_\_Yrs., Any other category-\_\_\_\_\_Yrs.**

**Duly vetted and attested**

**- Sd -**

**(Stamped)**

**Instructions for filling up form no. 002.**

**Note:-**

- 1. The information provided in the form 002 will be published in the newspapers as it is. This vetted draft (form no. 002) from the competent authority will be treated as final in case of any deviation from information provided in form no. 001. So, kindly fill in the form 002 by paying personal attention.**
- 2. Departments may include any sub categories, in reservations in vacancies/age relaxation, which are not already included in the proforma.**
- 3. Categories not applicable may be indicated as N.A.**
- 4. Departments are not to fill the proforma by hand. They need to retype the proforma and information before sending them.**