

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: BRANCH-III**  
DELHI SECRETARIAT, 7<sup>th</sup> LEVEL: B-WING, I.P. ESTATE, NEW DELHI  
(<http://services.delhigovt.nic.in>)

No.F.16(3) (e)/DSSSB/2017-S.III/5237

Date: 30.11.2017

**Office Memorandum**

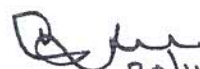
Sub: **Action plan for filling up of all the vacant posts under direct recruitment quota in the Govt. of NCT of Delhi**

The Hon'ble Lt. Governor, Delhi has taken a serious view on the issue of existence of large number of vacancies in the departments /organizations /agencies of Govt. of NCT of Delhi and directed to issue instructions to the Departments/Autonomous Organizations of GNCTD to fill up all the vacant posts under direct recruitment quota in the departments/Organizations/ Agency concerned in a time bound manner.

Accordingly, on the basis of feedback received from the departments in response to meetings held on 30/10/2017, 09.11.2017 and 13.11.2017, following instructions to fill up all the vacant posts under direct recruitment quota are being issued:-

- a) Wherever the process of direct recruitment is held up due to the reason of non-availability/pendency of amendment of Recruitment Rules, the department should complete the process of framing/amendment of recruitment rules and issue the notification on or before 31<sup>st</sup> December, 2017. In cases, where consultation with UPSC is necessary, notification should be issued on or before 31<sup>st</sup> March, 2018.
- b) In other cases, the requisitions for vacant posts, if not sent yet, should be sent to the recruitment agency (DSSSB/UPSC) on or before 31<sup>st</sup> December, 2017 if the RR is already notified. DoPT guidelines provide that vacancies have to be filled as per recruitment rules applicable on the date of occurrence of vacancy.
- c) DSSSB should issue the notification/advertisement within 15-30 days of receiving the requisition from the user departments.
- d) DSSSB shall prepare and submit a calendar of Examination for all the requisition received till 15<sup>th</sup> December, 2017 on or before 15<sup>th</sup> January, 2018.
- e) The department should review the pending court cases in regular manner so as to speed up the recruitment process.
- f) Wherever, the posts are not required, departments shall submit the proposal for abolition of posts with justification to the Competent Authority on or before 15<sup>th</sup> December, 2017.

All the Head of Departments/Autonomous Organization should follow the above instructions in letter-and-spirit. Action taken in this regard be regularly/ periodically reviewed and a monthly progress report indicating

  
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the status should be sent to Services Department on the first working day of every month.

This issues with the approval of the Hon'ble Lt. Governor, Delhi

  
30/11/17

(D.KARTHIKEYAN)

DEPUTY SECRETARY (SERVICES)

To

Head of Department/Autonomous Organizations/Agencies, Govt. of NCT of Delhi/New Delhi.

No.F.16(3) (e)/DSSSB/2017-S.III/5237

Date:30.11.2017

Copy to:

1. The Principal Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi
2. The Special Secretary to Hon'ble Chief Minister of Delhi, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi
3. The SO to Chief Secretary, Delhi, Govt. of NCT of Delhi, 6<sup>th</sup> Level, Delhi Secretariat, Delhi.
4. The P.S. to Secretary (Services) Govt. of N.C.T. of Delhi, Delhi Secretariat I.P.Estate, New Delhi.
5. The P.A. to Spl. Secretary (Services) / Deputy Secretary (Services) (I/II), Govt. of N.C.T. of Delhi, Delhi Sectt. I.P.Estate, New Delhi.
6. The Section Officer (Co-ordination) , Services Department, GNCTD with the direction to upload the OM on the website of the Services Department.
7. The Section Officer, all the branches of Services Department, GNCTD.
8. Guard file