

REMINDER-I  
MOST URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (VACANCY CELL)  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI-110002  
(<http://services.delbhigovt.nic.in>)

F.No.20 (8)/Services/Vacancy Cell/2024/081762786/93-97

Dated: 22-02-2024

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Heads of Departments,  
Govt. of NCT of Delhi.

**Sub: Submission of proposals for direct recruitment through interviews to Union Public Services Commissions (UPSC) on annual basis: Reference to Proposal of UPSC dated 30.10.2023 and OM dated 01.11.2023 of DoPT.**

Madam/Sir,

Kindly refer to this office letter of even number dated 07.02.2024 (copy enclosed) vide which copy of communications bearing No. F.No.8/42/2023-R (C&P) dated 30th October, 2023 and No.39022/02/2023-Pers. Policy (B) dated 7th November, 2023 of UPSC and DoPT respectively was circulated, regarding submission of proposals for direct recruitment through interviews to Union Public Services Commissions (UPSC) on annual basis, with reference to proposal of UPSC dated 30.10.2023 and OM dated 01.11.2023 of DoPT. However, despite lapse of considerable time, the requisite information only from 9 (Nine) departments (List Enclosed) has been received till date.

I am therefore, once again directed to request you to kindly look into the matter personally and issue immediate necessary directions to all concerned to furnish requisite information complete in all respect, strictly as per the prescribed proforma latest by **28.02.2024** positively through email on **monitoringcellservices@gmail.com** as well as through SPECIAL MESSENGER for perusal of the Chief Secretary, Delhi. This may be accorded as **TOP PRIORITY**.

This issues with the prior approval of Competent Authority.

**Encl. As above.**

Yours faithfully,  
(BHAIRAB DUTT)

**Dy. Secretary (Services)**

Dated: 22/02/2024

F.No.20 (8)/Services/Vacancy Cell/2024/081762786/93-97

Copy to:-

1. The Staff Officer to the Chief Secretary, Delhi.
2. PS to Pr. Secretary (Services), GNCTD.
3. The Section Officer (Monitoring Cell) Services Department is directed to compile and maintain the above data.
4. The Section Officer, Co-ordination Br., Services Department - to upload this order on the website of services department.

(BHAIRAB DUTT)

**Dy. Secretary (Services)**

List of Department how have furnish requisite information as on 21.02.2024, with reference to this office letter dated 07.02.2024

S.No	Name of Department
1	Dte of Training & Technical Education
2	Department of Tourism
3	UTCS
4	CEO
5	Prison/Central Jail
6	Urban Development
7	Archaeology
8	Land & Building
9	GAD



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (VACANCY CELL)  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI-110002  
(<http://services.delbhigovt.nic.in>)**

F.No.20 (8)/Services/Vacancy Cell/2024/081762786/ 69-72

Dated: 07-02-24

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Heads of Departments,  
Govt. of NCT of Delhi.

**Sub: Submission of proposals for direct recruitment through interviews to Union Public Services Commissions (UPSC) on annual basis: Reference to Proposal of UPSC dated 30.10.2023 and OM dated 01.11.2023 of DoPT.**

Madam/Sir,

With reference to above cited subject, I am directed to draw your attention to aforementioned communications no. F.No.8/42/2023-R (C&P) dated 30<sup>th</sup> October, 2023 and No.39022/02/2023-Pers. Policy (B) dated 7<sup>th</sup> November, 2023 of UPSC and DoPT respectively as attached.

As seen, aforementioned references contain detailed instructions of UPSC regarding submission of proposals for direct recruitment made through UPSC including the checklist, timelines and other related instructions to be followed by the indenting department, as also circulated by DoPT vide communication circular dated 07.11.2023.

In this regard, a meeting was held on 31.01.2024 chaired by Secretary, UPSC and the guidelines dated 30.10.23 were discussed with regard to their implementation and following was emphasized:-

- (i) All the timelines observed in the schedule attached to the guidelines dated 30.10.2023 are to be adhered to, by the indenting departments strictly and all the indents complete in all respects will have to be submitted on the portal latest by **31<sup>st</sup> March, 2024**.
- (ii) The indenting departments have to ensure that the Recruitment Rules for the post are timely updated as per guidelines regarding framing of Recruitment Rules issued by DoPT and UPSC from time to time.

Further, the related matters of framing/amendment of RRs for various posts were also discussed in respect of which separate instructions are being issued.

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Accordingly, all the departments are hereby requested to strictly adhere to timelines issued by UPSC and DoPT vide their communications no. F.No.8/42/2023-R (C&P) dated 30<sup>th</sup> October, 2023 and No.39022/02/2023-Pers. Policy (B) dated 7<sup>th</sup> November, 2023 respectively and submit their direct recruitment proposals to UPSC while also taking note of the aforementioned two points.

As directed in the UPSC guidelines of 30.10.2023, the intending department are requested to ensure that all the points mentioned in the checklist enclosed with the guidelines are carefully verified while preparing indent and the indents complete in all respects are submitted to UPSC latest by 31<sup>st</sup> March, 2024.

In this regard, the Competent Authority has directed that all the departments of Govt. of NCT of Delhi having direct recruitment vacancies to be filled by UPSC intimate the status of the indents to Services Department **latest by 16.02.2024** positively through e-mail on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com) (alongwith excel sheet) as well as through special messenger on the prescribed proforma enclosed for perusal and review. This may please be accorded **TOP PRIORITY**.

Yours faithfully,

Encl: 1. Guidelines of UPSC dated 30<sup>th</sup> October, 2023  
2. Proforma.



(Amitabh Joshi)

Dy. Secretary (Services)

F.No.20 (8)/Services/Vacancy Cell/2024/081762786/69-72

Dated: 07-02-24

Copy to:-

1. PS to Pr. Secretary (Services), GNCTD.
2. The Section Officer (Monitoring Cell) Services Department is directed to compile and maintain the above data.
3. The Section Officer, Co-ordination Br., Services Department – to upload this order on the website of services department.



(Amitabh Joshi)

Dy. Secretary (Services)



## **Annexure-II**

### **Status of requisition/indents sent to UPSC**

Sl. No	Name of Post	Date of Requisition sent to UPSC	No of Post	Date of Advertisement published by UPSC	If advertised, Not Reason thereof	Present Status
1						
2						

**Signature with stamp**

## **Annexure-I**

**Information is respect of requisition to be sent to UPSC for filling of vacancies.**

Sl. No	Name of Post	Number of Vacancies to be sent to UPSC	Tentative date of requisition to be submitted to UPSC	Date of latest updation of RR	Whether RR updated or not	Remarks, if any (to also inform current status of pending amendment/framing of RRs)
1						
2						

**Signature with stamp**



**F.No.8/42/2023-R(C&P)**  
**Union Public Service Commission**  
**Dholpur House, Shahjahan Road,**  
**New Delhi - 110 069**

Dated the 30<sup>th</sup> October 2023;

To  
Head of Department  
(As per list)

Subject: Submission of Proposals for Recruitment on Annual  
Basis

Sir/Madam,

As you are aware, the Union Public Service Commission, makes selections, inter alia, by Direct Recruitment through interviews and in the process, if the situation demands, also conducts Recruitment Tests to shortlist/limit the number of candidates to be called for interview to a reasonable limit.

2. Recruitment Process is undertaken when a requisition for the same is received from the indenting Ministries/Departments. Every year, the Commission receives a large number of requisitions from various Ministries/Departments for filling up posts under them. These requisitions are placed by the indenting departments throughout the year each one of which is processed by the Commission individually as and when the same is received in the Commission's Office. The posts/vacancies reported by the departments pertain to different disciplines/fields like Medical, Engineering, Law, Administration etc. As the requisitions to fill up the posts are received from different Ministries/Departments and even from the same Ministry/department at different times of the year, each of the proposals has to be advertised and processed by the

Contd.....



Commission separately. Even if the requisition received is for filling up a single vacancy only, the Commission has to go through the stages involved in the selection process and each recruitment case consumes at least the minimal time lag involved till finalization of the case after receipt of requisition in the Commission's office.

**3.** In the above context, the Commission has decided that the indenting Ministries/Departments may send consolidated requisition to the Commission in respect of all vacancies pertaining to them on calendar year basis incorporating both the existing vacancies and the anticipated vacancies for the concerned year by 31<sup>st</sup> March of the concerned year. Resorting to such a system will enable the Commission to work out plan, including holding of Recruitment Tests, for processing the proposals. Such a system will obviate the necessity of processing individual requisitions on piece meal basis going through the entire recruitment process individually in each of the cases as and when the proposals are submitted by the indenting Ministries/Departments. The proposed system will also enable the Commission to plan its recruitment activities for a particular period or year in advance with a view to make recommendations at the earliest. After receipt of requisitions, the Commission will strive to complete the recruitment process, and make recommendations within nine months of reporting of vacancies. Time schedule to be adhered to by the indenting Ministries/Departments is enclosed at Annexure.

**4.** The success of the above decision will depend on the level of co-operation from the indenting Ministry/Department placing recruitment requisitions with the Commission. The Ministries/Departments will have to anticipate and work out the vacancies likely to occur in a year in advance. The

Contd.....



requisitions submitted by the indenting departments should be complete in all respects and should also be complying with the 'Check List' for submission of requisitions, a copy of which, also available on the website of the Commission, is attached. The indenting Departments are also requested to ensure that the Recruitment Rules are updated periodically in accordance with the existing instructions and the requisitions submitted are in accordance with the updated Recruitment Rules for the concerned posts to facilitate proper processing of the proposals.

Yours faithfully,



(N K Sinha)  
Joint Secretary



## Annexure

### **Schedule for Direct Recruitment through Selection**

Milestones	Timelines
Submission of requisition in UPSC-33 proforma	By 31 <sup>st</sup> March
Settling deficiencies in requisitions pointed out by UPSC	By 15 <sup>th</sup> April
Publication of Advertisement	30 days (from acceptance of requisition)
Closing date of applications	By 30 <sup>th</sup> June
Holding of RTs	From August to October
Interviews	From July to November
Declaration of final result	From July to December

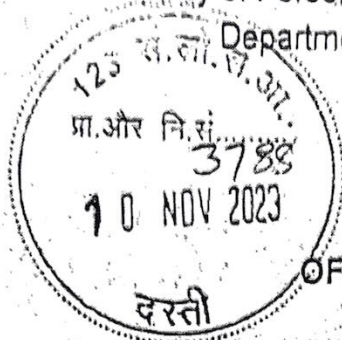


No.39022/02/2023-Pers. Policy (B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training



North Block, New Delhi  
Dated the 7<sup>th</sup> November, 2023

OFFICE MEMORANDUM

Subject: Submission of proposals for recruitment to Union Public Service Commission (UPSC) on annual basis - reg.

The undersigned is directed to say that the Union Public Service Commission (UPSC), makes selections, *inter-alia*, by Direct Recruitment through interviews, and, in the process, if the situation so demands, also conducts Recruitment Tests to shortlist/limit the candidates, to be called for interview.

2. Every year, the Commission receives a large number of requisitions from various Ministries/Departments, on piecemeal basis, for filling up various posts under their purview. Also, vacancies in different disciplines like Medical, Engineering, Law, Administration discipline etc. are reported at different times of the same year. Since each of the proposals has to be advertised and processed separately, the Commission has to undergo the entire recruitment process which consumes a lot of time and energy.

3. In view of the above, it is advised that the indenting Ministries/Departments may send their consolidated requisition to the Commission in respect of all the vacancies in a single or different stream (s), as the case may be, for a calendar year (incorporating both the existing as well as the anticipated vacancies), by 31<sup>st</sup> March of the concerned year. Time schedule to be adhered to by the indenting Ministries/Departments for this purpose is enclosed (Annexure-I). Such reporting will:

- i. Enable the Commission to work out plan, including plans for holding of Recruitment Tests.
- ii. Do away with the necessity of processing individual requisitions on piece meal basis which will save a lot of time and energy of UPSC
- iii. Enable the Commission to plan its recruitment activities for a particular period or for full year well in advance, which will result in efficient conduct of examination and early processing of results.
- iv. After receipt of consolidated requisitions, the Commission will strive to complete the recruitment process, and make recommendations within nine months of reporting of vacancies.



4. The indenting Ministries/ Departments are advised to submit the requisitions, to the Commission, complete in all respects, well before or by the date indicated in the Schedule (Annexure-1). While finalizing their consolidated indent, they may ensure that:

- i. The requisitions is in consonance with the 'Check List' (Annexure-II)
- ii. The Recruitment Rules have been updated in accordance with the existing instructions and the requisitions proposed to be submitted are in accordance with the updated Recruitment Rules for each category of post.

5. All the Ministries/ Departments are, therefore, requested to anticipate and work out the vacancies likely to occur in a year, well in advance and send the requisitions, complete in all respects, to the Commission by the date stipulated in the Time Schedule.

*Jas*  
(Jasmine)

Under Secretary to the Government of India  
Tel. No.: 23092508

To

✓ All the Ministries/ Departments of the Government of India.

Copy to:

The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road,  
New Delhi. *w.r.t letter no - 8/42/2023-R(C4E) dated 30.10.2023*



## Schedule for Direct Recruitment through Selection

Milestones	Timelines
Submission of requisition in UPSC-33 proforma	By 31 <sup>st</sup> March
Settling deficiencies in requisitions pointed out by UPSC	By 15 <sup>th</sup> April
Publication of Advertisement	30 days (from acceptance of requisition)
Closing date of applications	By 30 <sup>th</sup> June
Holding of RTs	From August to October
Interviews	From July to November
Declaration of final result	From July to December



## Requisition for Recruitment by Selection-Check-List

Sl. No.	Information to be provided	Item No.	Yes/No
1.	Whether the requisition has been submitted in the prescribed proforma?		Yes/No
2.	Whether requisition has been signed in original showing the name, designation and telephone number of the requisitioning authority?		Yes/No
3.	Whether the Requisitioning Authority is empowered by the Administrative Ministry/Department to place the Requisition with the UPSC directly?	1	Yes/No
4.	If yes, whether the relevant document/order has been enclosed?	1	Yes/No
5.	Whether brief particulars of the post have been given in the required format about designation, pay scale & total Emoluments (excluding HRA & CCA), Group & Service Cadre and total number of posts sanctioned (permanent and temporary) have been indicated as per Recruitment Rules?	2	Yes/No
6.	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included as per MHA OM No. 9/21/68-RPS dated 10.06.1969 read with OM. No. 23/38/69-Estt (B) dated 13.03.1969 and subsequent amendments/instructions thereto/thereunder?	3	Yes/No
7.	Whether the reservation for SC, ST, OBC and EWS has been worked out on the basis of general principles for making and operating post-based reservation roster as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.1997, and newly recast group wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, as mentioned in para 6 of DOP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019?	3	Yes/No
8.	Whether the requisition has been placed after scrutiny of all direct recruitment vacancies and enforcing the reduction as per procedure given in the DOP&T OM No. 2/8/2001-PIC, dated 16.05.2001, if the date of occurrence of vacancies is prior to 31.03.2009?	3	Yes/No



9.	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?	3	Yes/No
10.	Whether the requirements of the Rights of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with benchmark disabilities have been taken care of while sending this requisition?	3	Yes/No
11.	Whether the suitability and reservation for persons with benchmark disabilities has been considered/ worked out on the basis of DOP&T OM No. 36035/02/2017-Estt (Res) dated 15/01/2018, and have taken notice of amendments/reviews made from time to time by the Department of Empowerment of Persons with Disabilities (Ministry of Social Justice and Empowerment) in respect of identification of posts suitable for Persons with Benchmark Disabilities?	3	Yes/No
12.	If the vacancies are being requisitioned on temporary basis, whether such vacancies would exist for more than three years as per M/o Home Affairs OM No. F.2/4/67-Estt.(B) dated 08.06.1967 and subsequent amendments / instructions thereto / thereunder ?	4	Yes/No
13.	Whether the details of Court cases/litigation/decisions have been mentioned along with impact, if any?	5	Yes/No
14.	Whether it has been certified under NOTE that the details of court cases, if any, arising after sending the requisition and effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail?	5	Yes/No
15.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification, review etc. have been mentioned completely?	6 & 7	Yes/No
16.	Whether certified copy of notified Recruitment Rules/ Service Rules have been enclosed?	6	Yes/No
17.	Whether the vacancies to be filled come under Direct Recruitment quota as per the notified Recruitment Rules?	8	Yes/No
18.	If the present requisition for direct recruitment is on account of some other method of recruitment having failed, whether the reference number and date of the Commission advice to the Ministry/Department to resort to direct recruitment has been indicated and a copy of the same has been enclosed?	9	Yes/No



19.	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?	10	Yes/No
20.	In case, the above indicated Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided in consultation with the Commission?	10	Yes/No
21.	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly in consultation with the Commission?	10	Yes/No
22.	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt. of India on the subject?	11	Yes/No
23.	In case, the Age relaxation under any Specific provisions/ Special circumstances/ Court orders have been indicated, whether the copies of notes/ correspondence/ decision obtaining prior concurrence of the DOP&T/ Home Ministry and prior consultation with the Commission have been enclosed?	11	Yes/No
24.	Whether the Period of Probation, Place of Posting and other details etc. are as per Notified Recruitment Rules/ Service Rules and extant instructions of Govt. of India on the subject?	12 & 14	Yes/No
25.	Whether duties have been indicated in brief not exceeding 40 words?	13	Yes/No
26.	Whether information on any other requirement or conditions not covered above has been given, if any?	16	Yes/No
27.	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including infructuous case) has been indicated?	17	Yes/No
28.	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?	17	Yes/No



29.	Whether the name, address & telephone number of the Ministry's Representative with whom the proposal (s) is to be discussed has been indicated?	18	Yes/No
30.	Whether the clauses which are not applicable have been crossed?	19	Yes/No
31.	Whether No Objection Certificates have been obtained from the Surplus Cell of the DOP&T (now designated as Division of Retraining and Redeployment) and the Director General (Resettlement), M/O Defence, and placed as annexure to this requisition?	19	Yes/No
32.	Whether all required relevant certificates have been enclosed along with the requisition?	19	Yes/No
33.	Whether the name of the officer not below the level of Joint Secretary/Additional Secretary concerned, who has approved the requisition, has been indicated?	19	Yes/No