

FORM-1
PART -B

(TO BE FILLED BY THE OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- 1
 - (a) Name of the candidate for appointment
 - (b) His/Her relationship with the Government servant
 - (c) Age (date of birth), educational qualification and experience if any
 - (d) Post for which employment is proposed and whether it is Group 'C' or 'D'
 - (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment.
 - (f) Whether the post to be filled is included in the Central Secretariat Clerical service or not
 - (g) Whether the relevant Recruitment Rules provide for direct recruitment
 - (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post
 - (i) Apart from the waiver of employment exchange/Staff Selection Commission procedure what other relaxations are to be given
- II Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records
- III If the Government Servant died/retired on medical ground more than 5 years back, *reasons for delay* in submission of case be provided.
- IV Personal recommendation of the *Head of the Department* in the Ministry/Department/Office

SIGNATURES OF HEAD OF DEPARTMENT
WITH OFFICE SEAL