

Proforma for referring proposals for CONFIRMATION to the Manipur Public Service Commission.

1. Name of Department/Office
(Copy of orders constituting the DPC to be attached).
2. Names & Designations of Members of the Departmental Promotion Committee.

Name	Designation	Office Telephone No.

3. Grade or post in which confirmation is to be made
 - a) Designation
 - b) Classification
 - c) Scale of Pay
 - d) Total number of permanent posts in the grade
 - e) (i) Total number of vacancies available for confirmation
(ii) Number of vacancies falling in the recruitment quota with date on which they occurred.
(iii) Number of vacancies falling in the promotion quota with dates on which they occurred.
(iv) Number of vacancies available for being filled by transfer with dates on which they occurred.
(v) Details of vacancies reserved for scheduled Castes / Tribes.
4. MPSC reference No. Under which confirmation to the grade/ post were last considered.

P.T.O.

5. Recruitment Rules for the grade/post :
- (a) Date on which the recruitment Rules were notified in the Gazette of Manipur and MPSC reference No. Under which they were approved.
 - (b) Method of recruitment prescribed
 - i)% direct recruitment
 - ii)% promotion
 - iii).....% deputation/transfer
 - (c) whether an up-to-date copy of the recruitment rules has been enclosed (this should invariably be sent for reference). If any changes in the Recruitment Rules have been agreed to by the Commission after they were notified, details should be attached.
6. Seniority list :-
- (a) Whether a seniority list as in the prescribed proforma (Enclosure-I) has been enclosed.
 - (b) Whether all eligible officers, including those on deputation etc, are included.
 - (c) Whether the list, before finalization, was circulated to all concerned.
 - (d) Whether there are any officers whose seniority has not been finalized, If so, give details.
 - (e) Whether the seniority list (Enclosure-I) Has been duly authenticated by an Officer not below The rank of an Under Secretary to the Government of Manipur.
 - (f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give necessary details in the Enclosure-2.
 - (g) In cases of confirmation of officers appointed by By different methods e.g. Promotion, Direct Recruitment or Transfer, please enclose separate Seniority list also in addition to combined list.

P.T.O.

7. Character Rolls :

Complete and up-to-date character rolls of all eligible officers are required.

- (a) Whether list (in duplicate) has been attached, showing the names of officers whose character rolls are enclosed with this reference.
- (b) Are the character rolls complete and upto-date ? (Character rolls should be sent only after they have been completed).

8. Integrity Certificate :

Whether information about integrity certificates of all eligible officers has been given in the prescribed form (Eclosure-3) to MPSC FORM – 11 ?

9. Self-contained Note for the D.P.C.

Whether a self – contained note for the DPC, explanation the proposals for confirmation has been enclosed.

Date.....

Signature.....

Designation.....

To be signed by an officer of or above the rank of Under Secretary.

Vide Item 6(e) of the DPC Proforma MPSC FORM – 11.

Seniority list of officers in the grade..... as on

Sl. No.	Name of the Officer	Date of birth	Date of regular appointment	MPSC reference in which recommended	Post held substantively	Remarks
1	2	3	4	5	6	7

Date.....

*Signature of
Authenticating Officer.....

Designation.....

* To be signed by an officer of above the rank of Under Secretary.

Vide Item 7 (f) of the DPC Proforma MPSC FORM – 11

Particulars of changes in the seniority list.

Name of the officers which were included in the last seniority list but have been deleted in the present seniority list.	Remarks for deletion.
(i)	
Name of officers added in the present seniority list.	Remarks
(ii)	

Date.....

Signature of
Authentication officer.....

Designation.....

To be signed by an officer of or above the rank of Under Secretary.

Vide Item No.8 of the DPC Proforma MPSC FORM – 11

Information about the Integrity of the eligible Officer(s).

Sl. No.	Name of Officer	State whether
		Integrity certified or Integrity certificate withheld
1	2	3

Date.....

*Signature

Designation.....

* To be signed by the Head of the Department.

Signature of the Officer sending
the proposal & Telephone No...

TO BE FURNISHED IN DUPLICATE

Name of Department :-

I. Requisition for recruitment to the posts of

II. Brief particulars of the posts.

Designation	Pay scale	Class & Service	Total Number of posts Sanctioned	
			Permanent	Temporary

* Higher initial pay may be recommended by the Commission for specially qualified and experienced candidates.

III. (a) Number of vacancies for which the requisition is being sent	Permanent	Temporary	Total
(b) How have the vacancies arisen			
(c) If a vacancy is permanent whether it is to be filled on a permanent Or temporary			
(d) If a vacancy is temporary how long it is expected to last irrespective of the period for which it has been sanctioned			
IV. Break up of vacancies in column II above.	Permanent	Temporary	Total
(a) (i) Reserved for S.C. and not to be treated as unreserved. (ii) Reserved for SC but to be treated as reserved for ST if not suitable SC candidates are available. (iii) Reserved for SC but to be treated as unreserved if no suitable SC/ST candidates are available. (iv) Reserved for ST but not to be treated as unreserved if no such suitable candidates are available. (v) Reserved for ST but to be treated As reserved for SC if no suitable ST candidates are available (vi)			