

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DEVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES.

1. (a) Name of the posts :
 - (b) Name of the Department :
 - (c) Number of posts :
 - (d) Scale of Pay :
 - (e) Class & service to which
the post belongs :
 - (f) Ministerial or non-ministerial:
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2. Appointing Authority :

3. Duties of the posts in details :

4. Describe briefly the methods
adopted for filling the posts thereto:

5. Method of recruitment proposed :

6. If promotion is proposed as a
method of recruitment :

- (a) Designation and number of the posts
proposed to include in the field of
promotion.
- (b) Number of years of qualifying service
Proposed to the fixed before persons
in the field become eligible for promotion.
- (c) Percentage of vacancies in the grade
proposed to be filled by promotion.
- (d) Reasons for proposing the percentage in
(c) above.
- (e) Have recruitment rules been framed for the
post proposed in the field of promotion if
framed in consultation with the Commission,
please quote Commission's reference number.
If consultation with the Commission was not
required please attach a copy of rules framed.
- (f) If recruitment rules were not framed for the
post in the field for promotion.

(f) If recruitment Rules were not framed for the post in the field of promotion:-

(i) Please indicate briefly the method or recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods.

(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.

(g) (i) Is the promotion to be made on Selection or Non-Selection basis ?

(ii) Reasons for the proposal in (i) above.

(h) If a D.P.C. exists, what is the composition.

7. If promotion is not proposed as method, please state why it is not considered desirable/possible /necessary.

8. If direct recruitment is proposed as a method of recruitment please state:-

(a) The percentage of vacancies proposed to be filled by direct recruitment.

(b) (i) age for direct recruits:

(ii) Is age relaxable for Government servants ?

(c) Educational & other qualifications required for direct recruitments(If may please be qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified).

ESSENTIAL:

DESIRABLE:

9. If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary?

10. (i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruits will apply in the case of promotees.

(ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ?

11. (a) If deputation/transfer proposed as a method of recruitment ? If so, please state the reasons for the proposal. Please state clear whether deputation or transfer or both are proposed:

(b) The percentage of vacancies proposed to be filled by this method :

(c) The period of which deputation will be limited:

(d) The names of the posts of grades or services etc. from which deputation/transfer is proposed :

12. If any of the method proposed fails, by what method, are such vacancies proposed to be filled.

13. Special circumstances, if any other than those covered by the Rules, in which the Commission may be required to be consulted.

14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. :

15. Name, address & tel. numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification early decision :

DATE :

PLACE :

Signature of the Officer
Sending the proposals.
Tel. No.