

Name of Department: -

I. Requisition for recruitment to the posts of:

II. Brief particulars of the posts.

Designation	Pay Scale	Class & Services	Total Number of post sanctioned	
			Permanent	Temporary

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

		Permanent	Temporary	Total
III	(a) Number of vacancies for which the requisition is being sent			
	(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			
(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/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) Reserved for ST but to be treated as unreserved if no suitable ST candidates are available			

	(vii) Reserved for OBC and not to be treated as unreserved			
	(viii) Reserved for OBC but to be treated as reserved for SC/ST if not suitable OBC candidates are available			
	(ix) Reserved for OBC but to be treated as unreserved if no suitable candidates are available.			
(b)	(i) Reserved under the quota prescribed by Government for ECOs/SSCOs who were Commissioned during the emergency on a temporary basis in the Armed Forces on or after 01.11.1962 and released later according to the phased programme/ invalidated out of service owing to a disability attributable or aggravated by Military service			
	(ii) Reservation if (b)(i) for (1) SC (2) ST (3) OBC			
	TOTAL			
(c)	Un-reserved vacancies			
	Total of (a) (b) (i) and (c) above			
	Note: The number of vacancies indicated against column IV (b) (ii) for which suitable SC/ST candidates become available will be treated as reserved for general candidates belonging to the category of ECO/ECOs. If no such candidates are available, the reserved vacancies will be treated as un-reserved.			
V	(a) Have Recruitment Rules for the post have been approved by the MPSC?			
	(b) If so, please quote the number and date of:			
	(i) The Commission's Letter			
	(ii) The notification promulgating the rules			
	(c) If, according to the rules, a proportion of the vacancies should be filled by Direct Recruitment, please state clearly whether			
	(i) The present vacancy or vacancies falling in the Direct Recruitment Quota			

	(ii) All vacancies following the Direct Recruitment quota have been included in the requisition	
	(iii) If the answer to (ii) above is in the negative, please state clearly the number of vacancies not being reported and the reasons thereof.	
	(d) If the recruitment rules provided for other methods being tried before resorting to Direct Recruitment, please indicate clearly the action taken in this behalf.	
VI	Particulars of a persons who last held post(s) regularly against the vacancies in column III (a) above.	
	(a) Name	
	(b) Reference Number and date of Commission letter	
VII	If any ad-hoc interim arrangements were or have been made to fill the vacancies mentioned in Column III (a) above pending selection by the MPSC state	
	(a) Name of persons so appointed, the dates and duration of their appointments and their age, qualification, experience, etc.	
	(b) Whether the Commission were consulted in making the ad-hoc arrangements mentioned in (a) above, if so, the number and date of the Commission's letter	
	(c) If the answer to (b) is in the negative, please state reasons for which reference to the Commission was not made.	
	Note: (if necessary, this information may be given in the form above or in an enclosure, duly signed by the Officers who sign the requisition)	
VIII	(a) Is the post pensionable or un-pensionable	
	(b) Are there any provident funds of other benefits and if so, please specify?	

	(c) Any special concession such as free quarters, light, water etc.	
IX	Period of probation	
X	(a) Duties	
	(b) Place or places where the officers will be required to serve.	
XI	When is/are the selected candidate(s) required to joint	
XII	Prospects of promotion to higher post of time scale if provided in the approved recruitment rules (please indicate if it is desired to bring this information to the notice of candidates)	
XIII	Qualification required	
	(a) Essential	
	(b) Desirable	
	(c) Are the qualifications in (a) and (b) above in accordance with the approved recruitment rules? If not please state reasons for deviation.	
XIV	(a) Age limit(s) if any. These rules will be strictly adhered to by MPSC, in exceptional circumstances but will in no case be relaxed beyond the limit of 3 years.	
	(b) Are the age limit relaxable for Government Servants>	
	(c) Are the limits and the relaxation under (a) and (b) above in accordance with the prescribed recruitment rules? If not, please state reasons for deviation.	
XV	Any other requirement or condition not covered by the above columns.	
XVI	If this requisition is being sent in response to any reference from MPSC, please quote their latest reference.	
XVII	If direct recruitment was made provisionally for identical post, please quote	
	(i) Your latest reference number and date	

	(ii) The Commission's latest reference number and date	
XVIII	Name, address and telephone number of representatives of the Department who will be deputed to assist the MPSC at the Interview.	
XIX	Name of the officer of the MPSC with whom the requisition has been discussed.	

It is also certified that number of vacancies reserved for Scheduled Casts and Scheduled Tribes as mentioned in Column IV above is in accordance with the reservation quota fixed by the Government for the communication.

Place:

Date:

Signature:

Telephone No.

In case it has been decided that any of the vacancies should not be filled, full details, thereof, together with the period for which these are to be held in abeyance, may be given separately in annexure to be signed by the officer signing the requisition.

Note: All answers in the requisition form should be given in words and not by dashes and no column should be left blank.