

Check-List for Direct Recruitment to Group 'B' (Non-Gazetted) & 'C' Posts

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 all pages of requisition have been signed & Stamped in original showing the name, designation and telephone Number of the requisitioning Authority?		Yes/No
3.	Whether the Requisitioning Authority is empowered by the Competent Authority/Administrative Department, to place the Requisition with the DSSSB directly?	10	Yes/No
4.	If Yes, whether the relevant document/ order has been enclosed?	10	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?	3	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/there under?		Yes/No
7.	Whether the reservation for SC, ST and OBC has been worked out on the basis of post-based roster as per DOPT OM No 36012/2/96-Estt.(Res) dated 02/07/1997 and subsequent amendments/instructions thereto / thereunder?	3	Yes/No
8.	Whether the requirements of the persons with disability (Equal Opportunities, Protection of Rights and Full Participation) RPWD Act, 2016 and the policy relating to reservation for persons with disability has been taken care of while sending the requisition?	17	Yes/No
9.	Whether the suitability and reservation for PH has been considered/worked out on the basis of DOPT OM No 36035-Estt(Res) dated 29/12/2005 (Notification No.16-70/2004DD dated 18/01/2007, 15/03/2007 supersedes the Notification No 16-25/99NI.I dated 31/05/2001 referred in the DOPT OM No 36035/8/2003-Estt.(Res) dated 26/04/2006, No 36035/10/2006-Estt.(Res) Desk dated 12/12/2006, DOPT OM No 36035/2/2012-Estt(Res) dated 29/02/2012, OM No 36035/02/2017-Estt(Res) dated 15/01/2018, the Right of Persons with Disabilities Act, 2016 <u>and subsequent amendments/ instructions thereto/thereunder?</u>	3	Yes/No

10.	Whether a certificate in accordance with DOPT OM No 36035/02/2017-Estt(Res) dated 15/01/2018, the right of persons with disabilities Act, 2016 is attached?	Annexure	Yes/No
11.	Whether the details of court cases/litigation/decisions have been mentioned along with its impact, if any?		Yes/No
12.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification/review etc. have been mentioned completely?	12	Yes/No
13.	Whether certified copy of notified Recruitment Rules/Service Rules have been enclosed?	12	Yes/No
14.	Whether the vacancies to be filled are covered under Direct Recruitment quota as per the notified Recruitment Rules?		Yes/No
15.	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?	4	Yes/No
16.	In case, the above indicate Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided.	4	Yes/No
17.	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt of India/GNCT of Delhi on the subject?	6	Yes/No
18.	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 Competent Authority has been provided?	6	Yes/No
19.	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?	7	Yes/No
20.	Whether duties have been indicated in brief.	3	Yes/No
21.	Whether information on any other requirement or conditions not covered above has been given, if any?	8	Yes/No
22.	If direct recruitment was made earlier for identical posts, whether the reference and date of latest communication from the Board has been indicated?	18	Yes/No
23.	Whether the name, address & telephone number of the Department's Representative with whom the proposal is to be discussed has been indicated?	14	Yes/No
24.	Whether the clauses which are not applicable have been crossed?		Yes/No
25.	Whether all required relevant certificates have been enclosed along with the requisition?	Certificate column	Yes/No
26.	Whether the name of the Officer not below the		Yes/No

	level of Secretary concerned, who has approved the requisition, has been indicated?		
27	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?		Yes/No
28	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?		Yes/No
29	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?		Yes/No
30	Whether it has been certified under Note that the details of Court cases, if any, arising after sending the requisition and effect such court cases(s) may have on the requisition sent shall be conveyed to the Board immediately and without fail		Yes/No
31	In case, the 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 Board?		Yes/No