

DOCUMENTS/ INFORMATION REQUIRED FOR PROCESSING OF RECRUITMENT RULES

- (i) Organizational Chart showing all the posts in line with basic pay scale and where the post(s) in question exist.
- (ii) Sanction to the creation/ continuation/ up gradation of the post(s) duly endorsed by the Finance Division.
- (iii) Total number of post(s) with designation and BS and the number of their feeding posts.
- (iv) Whether the post(s) is/ are filled-up or lying vacant? If filled-up what method was adopted and full particulars of the incumbent(s).
- (v) Existing Recruitment Rules and Charter of Duties of the post(s) in question.
- (vi) Existing Recruitment Rules and Charter of Duties of the feeding/ non-gazetted post.
- (vii) Draft Recruitment Rules/ Amendment Notification after incorporating the advice of the Establishment Division.
- (viii) Approval of the Establishment Division to the draft Recruitment Rules/ Amendment.
- (ix) Justification for revision/amendment in the Recruitment Rules.