

FORM H.P.S.S.C. –I (Requisition Form)

(To Be Furnished in Duplicate)

Department of:

(Government of Himachal Pradesh)

Requisition for the recruitment of candidates for appointment to the post(s) of:-

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1.	(a) Designation of the Post(s)	
	(b) Scale of Pay	
	(c) Number of post(s)	
	(d) Breakup of the post(s)	
	(e) Reserved for various categories	
	(f) On Contract basis or Regular basis	
2.	(a) Class and service to which the post belongs.	
	(b) Whether the post is ministerial?	
	(c) Whether the post is Scientific, Technical or connected with research?	
3.	(a) Have Recruitment Rules for the post been framed?	
	(b) Have the R&P Rules been appended with the requisition?	
	(c) If, according to the rules a percentage of vacancies is to be filled by direct recruitment then state whether the present vacancy/vacancies fall in the direct recruitment quota.	

4.	(a) Is, the post permanent?	
	(b) Is, the post temporary?	
	(c) i)When was it sanctioned ?	
	ii) The period for which it has been sanctioned.	
5.	Period of probation.	
6.	(a) Job description and nature of work.	
	(b) Place(s) at which the officials will be required to serve (State or Distt. Cadre).	
7.	Where will the selected candidate(s) be required to join?	
8.	Higher initial pay to be granted for specially qualified and experienced candidates or to candidates for post for which there is dearth of qualified candidates? If so please specify the post, if any.	
9.	Prospects of promotion to senior post(s) service or to higher time scale(s) of pay.	
10.	Qualification required: (a) Essential	
	(b)Desirable	

	(c) Are these qualifications in accordance with the recruitments rules? If not, please state reasons for deviation.	
11.	Are any posts reserved for Scheduled Casts/Scheduled Tribes/Backward Classes/ Demobilised Armed Forces personnel or any other category of candidates? Please give clear details of the reservation for each category.	
12.	(a) Age limits, if any	
	(b) Are the age limits relaxable for Govt. Servants/Scheduled Casts/Scheduled Tribes/Backward Classes/ Demobilised Armed Forces personnel or any other category of candidates? If so, to what extent? (Specific information may be given with reference to each category).	
13.	Any other conditions of recruitment(s) not covered by the above columns.	
14.	Name, address and telephone no. of the department representative who will assist the Commission at the time of Interview.	

Place:

Signature of Requisitioning Officer

Date:

Designation: \_\_\_\_\_

Telephone No. \_\_\_\_\_