PUBLIC SERVICE COMMISSION

CHECK LIST

INFORMATION REQUIRED TO PROCESS REQUEST FOR RECRUITMENT EXERCISES

A. For exercises open to public

1. The post is already established and with a prescribed scheme of service. ✓
2. The PSC Form 1 (Report of vacancy) is filled giving all the relevant details such as :
   (i) No. of vacancies (temporary/permanent) ✓
   (ii) Effective dates of vacancies ✓
   (iii) Previous/Present holders ✓
   (iv) Reasons for vacancy(ies) ✓
   (v) The manner to fill the vacancy(ies) ✓
   (vi) The effective date to fill the vacancy(ies) ✓
   (vii) Clearances (establishment & financial) ✓
3. Copies of the following drafts are enclosed:
   (i) Draft public advertisement ✓
   (ii) Draft Press Communiqué ✓
   (iii) Draft Radio and T.V Communiqué ✓
4. The request to advertise the vacancies is made by the Responsible Officer in person. ✓
5. In case of trainee grade, to specify details regarding bond. ✓
6. Age limit (other than the normal limit) to be specified where required together with copy of approval where age limit is waived. ✓
7. To specify whether a merit list is to be kept for future vacancies ✓
8. To submit soft copies of the drafts (mentioned at para 3) either on floppy or by email. ✓

B. For exercises open to serving officers

1. The post is already established and with a prescribed scheme of service. ✓
2. The PSC Form 1 (Report of vacancy) is filled giving all the relevant details such as :
   (i) No. of vacancies (temporary/permanent) ✓
   (ii) Effective dates of vacancy(ies) ✓
   (iii) Previous/Present holders ✓
   (iv) Reasons for vacancy(ies) ✓
   (v) The manner to fill the vacancy(ies) ✓
   (vi) The effective date to fill the vacancy(ies) ✓
   (vii) Clearances (establishment & financial) ✓
3. Copy of the Draft Circular Note is enclosed. ✓
4. The request to advertise the vacancies is made by the Responsible Officer in person. ✓
5. To specify whether a merit list is to be kept for future vacancies. ✓
6. To submit soft copies of the draft circular note (mentioned at para 3) either on floppy or by email. ✓