

PUBLIC SERVICE COMMISSION

CHECK LIST

INFORMATION REQUIRED TO PROCESS REQUEST FOR GRADE TO GRADE PROMOTION EXERCISE

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. The PSC Form 2 (Recommendation for Promotion) is filled giving all the relevant details such as :	
• Name(s) of officers recommended	✓
• Date of birth	✓
• Date of appointment	✓
• Seniority placing	✓
• Effective date of promotion	✓
• Vice / previous holders	✓
• Educational & Professional qualifications	✓
• Responsible officer certifies that	
(i) Officer(s) is/are fully qualified & competent to perform the duties of the office.	✓
(ii) the officer(s) has/have not been the subject of disciplinary action during the preceding 10 years in accordance with the PSC Regulations.	✓
(iii) the officer(s) is/are not on leave prior to retirement.	✓
• Reasons for recommendation made are stated.	✓
• In case of supersession, to give details and reasons. (For e.g in case of an officer not interested in the promotion, a written statement from him/her to be enclosed.	✓
• In case vacancy(ies) is/are to be reserved, reasons to be specified (e.g pending finalization of police cases etc).	✓
4. Confidential Reports and/or Adhoc reports for the past 3 years on the officer(s) recommended are submitted.	✓
5. All photocopies of letters/documents submitted are certified true copies.	✓