

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 Communique	✓
(iii) Draft Radio and T.V Communique	✓
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.	✓