

## **Checklist for sending the requisition to Registrar office for filling up of any posts.**

### **A. If the date of arisen of vacancy is more than six months.**

1. The requisition of such posts should be routed through concerned controlling officer on prescribed proforma "NOTIFICATION OF VACANCY " having 19 columns.
2. The following fields of the above said proforma is mandatory.
  - i. Sr. No. 1 - Name of Establishment/College/Office
  - ii. Sr. No. 2 - Name of Post
  - iii. Sr. No. 5 - Number of vacancies
  - iv. Sr. No. 6 - How did the vacancy arise (with date of arisen of vacancy)
  - v. Sr. No. 13 - Name of Scheme
  - vi. Sr. No. 18 - Letter number vide which the post was cleared by PCC
  - vii. Sr. No. 19 - Certification
3. The date of arisen of vacancy must be after 15.02.2014.
4. The post (s) must be cleared by the Post Clearance Committee. The date of clearance must be after the date of arisen of vacancy.
5. If the post is not cleared by PCC, the department/office will sent a duly filled prescribed clearance proforma to DHRM through controlling officer for clearance of post.

### **B. If the date of arisen of vacancy is less than six months.**

1. The requisition of such posts should be routed through concerned controlling officer and Comptroller on prescribed proforma "NOTIFICATION OF VACANCY " having 19 columns.
2. In such cases clearance from Post Clearance Committee is not required however, verification from the Comptroller office is mandatory.
3. The following fields of the above said proforma is mandatory.
  - viii. Sr. No. 1 - Name of Establishment/College/Office
  - ix. Sr. No. 2 - Name of Post
  - x. Sr. No. 5 - Number of vacancies
  - xi. Sr. No. 6 - How did the vacancy arise (with date of arisen of vacancy)
  - xii. Sr. No. 13 - Name of Scheme
  - xiii. Sr. No. 18 - Letter number vide which the post was cleared by PCC
  - xiv. Sr. No. 19 - Certification
4. The date of arisen of vacancy must be after 15.02.2014.