

**Government of Nagaland
Personnel and Administrative Reforms Department
(Personnel 'A' Branch)**

NO.PAR-7/4/79

Dated, Kohima, the 26th June, 2002.

OFFICE MEMORANDUM

Sub:- Revised Format for requisition of post for Direct Recruitment/DPC.

The undersigned is directed to refer to the subject cited above and to state that many Departments had been expressing difficulties in filling up the existing forms to submit to the Nagaland Public Service Commission in respect of requisition for Direct Recruitment as well as Departmental Promotions as prescribed forms were found to be quite cumbersome. Accordingly, the matter has been considered by the Government and the existing formats have been revised and simplified in consultation with the NPSC. Copies of the two revised formats are enclosed for the use of all Departments.

2. All Departments are therefore requested to use the revised formats for requisition of posts to the NPSC for Direct Recruitment and convening of DPC meetings with immediate effect.

Enclosed:- As stated

Sd/- RAGHU MENON
Addl. Chief Secretary to the Govt. of Nagaland.

Format NPSC-1/02
(To be submitted in Duplicate)

FOR DIRECT FORMAT FOR REQUISITION RECRUITMENT
(To be filled separately for each Grade of Post)

1. Name of Department and Service _____
2. Specify Service Rules applicable _____
3. Particulars of post(s) proposed to be filled up by direct recruitment should be furnished per Annexure –A
4. Qualification required.
 1. ESSENTIAL :
 - (a) Academic (if more than one qualification is prescribed, :
these should be indicated in order of importance)
 - (b) Training(s) required :
 - (c) Any other qualification (s) required. :
 - (d) Other equivalent qualification (s) acceptable :
 2. DESIRABLE / PREFERABLE :
 - (a) Academic :
 - (b) Training :
 - (c) Experience :
 - (d) Any other :
5. Specify probation period, if prescribed. _____
6. Total number of posts in the Grade and number of vacancy as on date of submission of requisition should be furnish per Annexure- B.
7. Nature of duties to be performed _____
8. Other information deemed relevant: _____

Particulars of post proposed to be filled up by Direct Recruitment

Sl. No	Post	Grade	Scale of Pay	No. of vacancy	Whether Permanent or Temporary	Remarks
1.						

FORMAT FOR REQUISITION FOR DEPARTMENTAL PROMOTIONS

(to be filled separately for each Grade to which promotions are proposed)

1. Name of the Department and Service :
2. Specify Service Rules applicable:
3. Total strength of sanctioned posts in the Grade:

Designation	Grade	Number
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4. Post(s) proposed to be filled up by promotion:

Designation	Grade	Scale of pay	Number
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5. Posts of the same Grade likely to fall vacant within the current Calendar year:

Designation	Grade	Number
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Date

Signature
Name
Designation

Annexure-A

**List of Officers/Staff in Promotion Zone and in order of Seniority
(Annexure to Format NPSC-II/02)**

Sl.	Name of Officer	Latest Substantive Appointment		Officiating Appointment		Remraks
		Designation	Date	Designation	Date	
1						

Date

Signature
Name
Designation

OTHER DOCUMENTS AND INFORMATION FURNISHED

1. Latest and undisputed Seniority List.
2. List of Officers/staff in the promotion zone as per Annexure-A.
3. Service Rules with latest Amendments.
4. Annual Confidential Reports of all the candidates for the preceding 5 years.
5. Vigilance Clearance Certificates of all the candidates (Certificates not more than 3 months old).
6. Suspension or departmental proceedings pending against officers/staff indicated in the Remarks column in Annexure-A (only if applicable).

Note:

*The Format should be sign by an Officer not below the rank of Additional Secretary if the appointing authority is the Governor or the Head of Department in other cases.