

संख्या / No. A-12025/01/2024-Ad.III [E-65788]
भारत सरकार / Government of India
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics and Programme Implementation

खुरशीद लाल भवन / Khurshid Lal Bhawan,
जनपथ, नई दिल्ली / Janpath, New Delhi,
दिनांक / Dated: 28/08/2024

OFFICE MEMORANDUM

Subject: Procedure and guidelines for filling up Group 'A' posts up to Level 13A of the Pay Matrix on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method) in the Ministry of Statistics and Programme Implementation (MoSPI) – Regarding

The undersigned is directed to say that in terms of amendment notification in UPSC (Exemption from Consultation) Regulations, 1958 issued on 13th July, 2023 read with further amendment notification issued on 15.03.2024 circulated vide DoPT's OM No. 39018/03/2023-Estt(B) dated 21.03.2024, consultation with UPSC is not required for filling up Group 'A' posts up to Level 13A of the Pay Matrix on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method).

2. Therefore, it has been decided that filling up of Group 'A' posts up to Level 13A of the Pay Matrix on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method) shall, henceforth, be conducted in the Ministry of Statistics and Programme Implementation.

3. In this context, the following procedure are to be adopted by the concerned office / division of MoSPI to fill up the post on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method):-

3.1 To make accurate assessment of the vacancies to be filled up well in advance and obtain approval of the appointing authority i.e.

Hon'ble Minister in-Charge through concerned DG / AS for filling up these vacancies.

3.2 To initiate the process for filling up of identified vacancies on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method) in terms of the provisions of approved Recruitment Rules (RRs) and in terms of instructions / guidelines issued by DOPT vide OM No. AB 14017/71/89-Estt.(RR) dated 03.10.1989.

3.3 To issue a vacancy circular (both in English and Hindi versions) to all the agencies and place it on the website / e-office of the Ministry for wider publicity and also publish it in the Employment News in terms of DOPT's OM No. AB-14017/71/89-Estt.(RR) dated 03.10.1989 read with DOPT's OM No.AB.14017/28/2014-Estt.(RR) dated 02.07.2015.

3.4 The vacancy circular / advertisement should, among other parameters, clearly indicate the following criteria strictly in terms the provisions of approved Recruitment Rules along with DOPT's instructions on each subject as issued from time to time:-

- (a) Number of posts to be filled up by deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method)
- (b) Grade / field of selection from which deputation is to be made
- (c) Educational / technical / additional qualifications and experience required for the post.
- (d) Method of recruitment
- (e) Period of deputation
- (f) Maximum age limit for appointment
- (g) ACRs / APARs of last five years (reckonable period)

(h) Timeline for inviting applications

(i) Duties / responsibilities attached to the posts

3.5 In the vacancy circular, the following points may also be specifically indicated:-

(a) The candidates must ensure that their applications should reach through proper channel by the last date prescribed for receipt of applications. However, they may also send an advance copy of the applications before the last date prescribed and ensure forwarding of their applications through proper channel promptly.

(b) Any form of conditional forwarding from the employer or applications received without prescribed documents / certificate or applications received after the due date, shall not be entertained.

(c) Applications not accompanied by supporting certificates/ documents in support of qualifications and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

(d) Each page of legible copies of ACRs/APARs of reckonable period may be attested by an officer not below the rank of Under Secretary to the Government of India or above.

(e) If the ACR / APAR for a particular year / period is not available and for valid / justifiable reasons it cannot be made available, a certificate (No Report Certificate) should be recorded to that effect and placed in the respective ACR / APAR dossier.

(f) The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(g) The terms of deputation, including pay and allowance shall be governed by the provisions laid down in FRs / SRs and

DOPT's OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time and other guidelines issued by the Central Government in this regard.

(h) The candidates belonging to non-Government bodies should clearly indicate whether the pay scale held by them is on the Central D.A. pattern or the Industrial D.A. pattern. (To be specified in the case of field of selection also includes non-Government bodies as per RRs).

3.6 To scrutinize and examine all the applications received from the interested candidates and, if required, obtain necessary information / clarifications / documents from the concerned Ministries / Departments / Organizations of the applicants.

3.7 To decide eligibility / ineligibility of all the applicants with the approval of concerned DG / AS in terms of the provisions of approved Recruitment Rules and in terms of instructions contained in DOPT's OM No. AB 14017/71/89-Estt.(RR) dated 03.10.1989, OM No.AB.14017/48/92-Estt.(RR). Dated 17.11.1992, OM No.AB.14017/49/92-Estt.(RR) dated 15.06.1993 and OM NO.2/1/2012-Estt.(Pay.II) dated 04.01.2013.

3.8 To pay attention towards the points indicated in Annexure-II of DOPT's OM No.AB.14017/28/2014-Estt.(RR) dated 02.07.2015 at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of this Ministry.

3.9 To ensure all the points specified in DOPT's OM No. AB 14017/71/89-Estt.(RR) dated 03.10.1989, OM No.AB.14017/48/92-Estt.(RR). dated 17.11.1992 and OM No.AB.14017/49/92-Estt.(RR) dated 15.06.1993.

3.10 To submit complete proposal as early as possible and in any case within three months from the closing date for receipt of application along with the following documents to this Ministry for further consideration:-

- (a) Note for Departmental Selection Committee indicating all details relating to the post and the deputation proposal.
- (b) All the applications received from interested candidates (both eligible and ineligible) along with their ACRs/APARs of last five years (reckonable period) and other supporting documents.
- (c) Consolidate comparative statement in the prescribed proforma in respect of each candidate as per Annexure – I, clearly indicating whether they are eligible or ineligible. In case of ineligible candidates, reasons for ineligibility to be indicated.
- (d) Statement reflecting year wise availability, non-initiation, no report, no review, rating and grading given by Reporting and Reviewing authority in required APARs in respect of each candidate, in the prescribed proforma as per Annexure – II.
- (e) Certificate regarding Non-initiation / No Report / No Review of the required APARs, if any.
- (f) Copy of Vacancy Circular issued by concerned office / division and Copy of Advertisement published in the Employment News.
- (g) Certificate to effect that the Vacancy Circular has been dispatched to all agencies, alongwith the list indicating name of Agencies.
- (h) Seniority List in respect of the officers in feeder grade.
- (i) Duties & responsibilities of the subject post.
- (j) Orders regarding creation / revival / upgradation of subject posts and Cadre restructuring order.
- (k) A certificate to effect that no court case is pending against the subject post or otherwise.
- (l) Any other relevant documents / orders.

4. The proposal received from the concerned office / division shall be scrutinized in the Ministry. Each candidate shall be awarded out of total 150 marks based on the following three components as per the details mentioned in succeeding sub-paras:-

Components	Marks
ACRs / APARs	50
Experience	50
Interview	50

4.1 ACRs / APARs - Out of 50 Marks shall be awarded to all the eligible candidates on the basis of rating in their ACRs / APARs of reckonable period in the following manner:-

ACR / APAR Rating (in r/o each APAR)	Out of 10 Marks
8-10	10
6-7.9	08
Below 6	00

4.2 Experience - All the eligible candidates shall be awarded out of 50 Marks on the basis of experience possessed by them in domain field specified in the approved Recruitment Rules, in the following manner:-

Experience (in Year)	Out of 50 Marks (Maximum)
Experience as prescribed in the Recruitment Rules.	30 Marks
Experience more than prescribed in the Recruitment Rules.	2 Marks for each year subject to maximum 20 Marks. Tenure less than one year shall not be counted to award marks.

4.3 Interview - All the eligible candidates shall be awarded out of 50 marks on the basis of interview conducted by the Departmental Selection Committee as discussed in the succeeding paras.

5. In the above context, a Departmental Selection Committee is hereby constituted in the Ministry as per the following composition:-

- (i) DG [HAG Plus Level] – Chairman

- (ii) ADG [HAG Level] of the concerned office / division – Member
- (iii) JS / DDG [SAG Level] of the Administration in the Ministry – Member
- (iv) DDG [SAG Level] / Director [NFSG Level] of the Administration in the concerned office / division – Member

6. Based on the total marks obtained by the candidates in above mentioned three criteria viz. ACRs / APARs, domain experience and interview, this Ministry shall prepare a panel and make recommendations for appointment of suitable officer(s) on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method) against the respective vacancies alongwith one additional candidate in the reserved penal.

Note: In case of eligible candidates obtaining equal marks in the panel, preference will be given to the candidate who has secured highest marks in the domain experience specified in the Recruitment Rules.

7. If suitable officer(s) recommended in the panel for appointment does not join the office or give his / her unwillingness, he / she shall be debarred by this Ministry for a period of one year to consider their application / candidature for further deputation.

8. The approval of the appointing authority i.e. Hon'ble Minister in-Charge shall be obtained for appointment of recommended officer to the respective Group 'A' post on deputation / re-employment or deputation (including Short Term Contract) or absorption or deputation / promotion (composite method).

9. The name of the suitable officer(s) recommended for appointment and approval of the appointing authority shall be conveyed to the concerned office/division for further necessary action.

10. All other instructions/guidelines on the subject issued by the Government from time to time shall also be strictly adhered to.

11. This issues with the approval of the Competent Authority.

Enclosure: As above

(नीलम अरोड़ा / Neelam Arora)

अवर सचिव, भारत सरकार

Under Secretary to the Government of India

To

1. All DGs, MoSPI
2. All ADGs / Divisional Heads, MoSPI
3. AS&FA / AS, MoSPI

Copy to:-

1. PS to Hon'ble MOS (I/C)
2. Sr. PPS to Secretary (S&PI)
3. Sr. PPS to JS (Admin.)

Copy also to

1. Director (NIC) with the request to upload the Order on e-Office portal of MoSPI.
2. Joint Director, Computer Centre with the request to upload the Order on the website of MoSPI