

## **RECRUITMENT RULES**

In accordance with the provisions contained in Article 320 of the Constitution read with the provisions of Union Public Service Commission (Exemption from Consultation) Regulations 1958, Recruitment Rules of all Group 'A' and Group 'B' posts in various Ministries/Departments/ Service Rules for all Group 'A' and 'B' Organized Services of Government of India are required to be framed in Consultation with the Commission. Consultation with the Commission is also necessary for framing/amending Recruitment Rules for certain categories of posts under the Employees State Insurance Corporation, the Delhi Municipal Corporation, The New Delhi Municipal Council, Employees Provident Fund Organisation etc. under the relevant Acts made by Parliament in pursuance of the provisions of Article 321.

Recruitment Rules/Service Rules are statutory in nature and their main objective is to ensure appointment/selection of the best suitable candidate for a particular post by prescribing relevant experience, educational qualifications, appropriate method of recruitment keeping in view the duties and responsibilities attached to the post operating in an organisation. The RRs are an effective and extremely important tool for ensuring fair process of recruitment or selection in accordance with Constitutional provision. All proposals for framing/amending Recruitment Rules/Service Rules are examined keeping in view the cadre structure of the organisation and the guidelines/directions issued by the Govt. from time to time. After approval, the Commission's advice in the matter is communicated to the Ministry/Department concerned.

Recently, the Government has accepted the recommendations of the 6<sup>th</sup> Central Pay Commission and as a result the old pay scales have now been replaced by the Pay Band and Grade Pay. Instructions in this regard have been issued by Department of Personnel & Training through O.M. No. AB.14017/61/2008-Estt. (RR) on 24.3.2009. The detailed OM is available in the website of the DOP&T viz. [www.persmin.nic.in](http://www.persmin.nic.in) under the Link 'Circulars'.

It is imperative that the review of the Recruitment Rules/Service Rules is taken up at regular intervals in order to make them relevant to the rapidly changing needs of the organisation.

For selecting the best suitable candidate for a job, it is necessary that while formulating a proposal for framing/amendment of Recruitment rules/ Service rules, the following principles are followed:

i) Educational qualifications are prescribed in such a manner that they are elaborative and specific and are also relevant to the duties and responsibilities attached to the post for which the recruitment rules are to be formulated.

ii) Broadly there are 7 prevailing methods of recruitment viz. promotion, deputation, absorption, short term contract (ISTC), direct recruitment, re-employment and composite method i.e. simultaneous consideration of departmental candidates for promotion alongwith outsiders for deputation. The method of recruitment needs to be recommended keeping in view the cadre structure and the strength of the sanctioned post, feeder grade and also the promotion grade to the post for which the recruitment rules are to be made. DOP&T has issued a handbook containing detailed guidelines for framing of Recruitment Rules and also Service Rules on their website [www.persmin.nic.in](http://www.persmin.nic.in) in the Link 'Publication'.

iii) There may be instances where the method of recruitment is a combination of promotion as well as deputation or promotion failing which by deputation failing both by direct recruitment. In such cases it is necessary that the departmental candidate who are to be considered for promotion, have due and legitimate protection in case the higher educational qualifications are proposed to be prescribed for deputationists and/or direct recruits. A sample format of the 14 columns Schedule for the recruitment rules is given below for information:

1	2	3	4	5	6	7
NAME OF POST	NO. OF POST	CLASSIFI- CATION	SCALE OF PAY	WHETHER SELECTION OR NON- SELECTION POST	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	AGE LIMIT FOR DIRECT RECRUITS

8	9	10	11	12	13	14
EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEES	PERIOD OF PROBATION, IF ANY	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	IF A DPC EXISTS WHAT IS ITS COMPOSITION	CIRCUMSTANCES IN WHICH UPSC TO BE CONSULTED IN MAKING RECTT.

The above format is to be followed for sending a proposal for amendment/framing of recruitment rules for any post.

In case of Service Rules, rules are made for an organized service as a whole, as opposed to an individual post or group of posts. An organized service consists of several grades (such as JTS, STS, JAG, NFSG, SAG, etc.) and the Service Rules are therefore more elaborate and comprise of various Schedules, instead of a 14 column Schedule for the recruitment rules as described above.