

STANDARD OPERATING PROCEDURE TO BE ADOPTED FOR DIRECT RECRUITMENT OF CIVILIAN PERSONNEL

Introduction

1. The importance of recruitment procedures and the need to ensure availability of staff possessing high degree of competence, integrity and capability needs no emphasis. It is also necessary that the selection/recruitment procedure so employed is absolutely fair and transparent, to ensure selection of the most eligible and suitable candidates, as per the provisions laid down in the RRs for the relevant posts. It is therefore imperative that the personnel involved in recruitment procedures are well versed in all Recruitment processes/ steps, associated Recruitment Rules (RRs) and adhere to them in order to streamline the entire process.

2. Existing Procedure. At present, the respective Command Headquarters and Naval Dockyards are the Appointing Authorities who have been delegated the authority by IHQ/MOD (N) to carry out Direct Recruitment (DR) / Promotion of the eligible Civilian personnel in the respective cadres for Gp B 'NG' and Gp 'C' posts. Recruitment of Gp A and Gp B (Gaz) Civilian personnel are being undertaken through UPSC by IHQ/MOD (N). It is envisaged that the existing procedure for Recruitment will be replaced by an automated procedure through Outsourcing wherein a MoU/ RC will be concluded and all Commands will be made DDOs in order to operate the contract. The procedure of recruitment thus would be standardised and implemented from a common platform at IHQ MOD (N)/DCMPR. Separate guidelines for the procedure of Outsourcing will be issued in due course.

3. Recruitment Rules. Statutory Rules and Orders (SRO) or Recruitment Rules (RRs) are notified in the Gazette of India and provide the criterion for recruitment for each post cadrewise clearly specifying the name of the post, classification, pay scales, educational qualifications, mode of recruitment and associated conditions such as age limit, feeder grade for promotion etc.

4. DCMPR will monitor cases for DR/ recruitment action required for filling up vacancies, arising during a recruitment year i.e. 01 Apr- 31 Mar. The vacancies in various cadres are to be made good through various

modes as stipulated in respective RRs, of which the salient modes/processes are as follows:-

- (a) Promotion.
- (b) Deputation.
- (c) Promotion failing which by DR.
- (d) Promotion failing which Deputation including Short term contract.
- (e) Promotion failing which Deputation/ Re-employment failing both by DR.
- (f) Direct Recruitment (DR).

5. Staff Selection Commission (SSC). The SSC is the designated agency of the Government of India for undertaking recruitment of Gp 'C' employees (non-technical) in certain categories, for all Government ministries/ departments. The Commission has its offices in each region with its Headquarters located at New Delhi. Regional offices are located at New Delhi, Allahabad, Kolkatta, Guwahati, Mumbai, Chennai and Bangalore and its sub-regional offices are located at Raipur and Chandigarh. These offices are to be contacted by respective Commands/ Administrative Authority, as applicable, for undertaking recruitment for their area of authority. Strict compliance to the schedule promulgated by SSC is very essential to ensure timely filling up of vacancies. This would be feasible when NACs are being obtained on a regular basis.

6. With immediate effect, respective Commands are to liaise with the nearest regional office of SSC for recruitment of MTS (Min)/ MTS (Non-industrial). As far as the recruitment of LDC and Stenographers is concerned, IHQ MOD (N) /DCMPR is liaisoning with SSC HQ at Delhi for recruitment processes. Any deviation from this procedure will require the prior approval of IHQ MOD (N). The tentative schedule for examinations to be conducted by SSC during the year 2015 is placed at **Annexure 1.**

7. Initiation of Recruitment Process. With immediate effect, the Appointing Authorities are to initiate cases for DR/ recruitment action, which is required for filling up vacancies arising during a recruitment year. The following activities, elaborated in subsequent paragraphs, should be undertaken during the recruitment process proposed to be filled up through DR:-

(a) Stage I – Pre Examination

- (i) Calculation of vacancies.
- (ii) Issue of NAC by AGs branch.
- (iii) Reservation for SC/ST/OBC/Ex-SM/PWDs.
- (iv) Notification of vacancies.

(b) Stage II – Conduct of the Examination

- (i) Constitution of Selection Board.
- (ii) Scrutiny of Applications for eligibility.
- (iii) Issue of Call letters/ Admit cards.
- (iv) Conduct of Written examination.
- (v) Conduct of Skill/ Trade test (if applicable as per RR).
- (vi) Preparation of Merit list.

(c) Stage III -Post Examination

- (i) Preparation of Select list.
- (ii) Pre-appointment formalities.
- (iii) Issue of offer of appointment.
- (iv) Post appointment formalities.

STAGE I - PRE-EXAMINATION

8. Calculation of Vacancies. The vacancies during a recruitment year are to be worked out, taking into consideration the existing vacancies and anticipated vacancies on account of superannuation and chain vacancies, due to promotion to higher grade. The vacancies due to the occurrences as mentioned below are to be taken into consideration for DR:-

- (a) Newly sanctioned posts in the cadre are to be added to Authorised establishment.
- (b) Vacancies, if any, that have arisen due to death / promotion / retirement (superannuation / voluntary) etc.
- (c) Any restrictions imposed by GOI on restricting the number of vacancies to be filled should be calculated and applied to the vacancies.

9. The vacancies so calculated are to be further broken down into the type of recruitment process to be used, as stipulated in RRs. The responsibility of maintenance of Vacancy register/ roster is of the Cadre controllers and is mandatorily to be maintained.

10. Issue of NACs for Direct Recruitment. For all posts of Gp 'C' (including erstwhile Gp 'D'), it is mandatory to obtain NAC from the Adjutant General's Branch / MP4 section of Army HQ, who in turn regulates the adjustment of the surpluses and the subsequent issue of NACs for filling up of deficiencies. In order to ensure timely availability of NAC, Commands are to process cases for NAC in the format given at **Annexure 2** on a quarterly basis beginning 01 Apr every year. Care is to be taken not to use abbreviations in filling of the format in respect of Units and their location. The validity of the NAC is two (02) years as promulgated by AGs branch/ Army HQ. No requests are to be made directly to the AG MP-4/ IHQ MOD (Army) and all cases for NAC are to be processed through IHQ MOD (N)/ DCMR. NACs are not to be sought for anticipated vacancies which have not arisen, till the date of submission of the request for NAC.

11. Reservation for SC/ST/OBC. The reservation rosters are to be maintained by all Cadre Controlling Authorities to enable them to identify the reservation points for reserved categories such as SC, ST and OBC. A post based roster is to be maintained for All India recruitment by open competition. The three fundamental principles for drawing up these rosters are as follows:-

(a) Reservation is to be kept within the prescribed percentage i.e. SC- 15%, ST- 7 ½ % and OBC- 27%.

(b) Total reservation is not to exceed 50% of the total vacancies advertised.

(c) The Backlog reserved vacancies are to be indicated separately in the advertisement/ notification and should not be clubbed with the current vacancies. These Backlog vacancies are over and above the limit of 50% maximum and should necessarily be kept vacant if no suitable candidate is selected.

12. The number of points in each roster will be equal to the number of sanctioned posts. As and when sanctioned posts are increased or

decreased, the roster will be expanded/ contracted. **However it is important to note that the rosters are not for determining seniority.** Separate rosters are to be maintained for different mode of recruitment.

13. The vacancies for Ex-serviceman (Ex-SM) and Personnel with Disabilities (PWDs) are to be accounted horizontally against the reservations for the respective categories.

(a) Reservation for Ex-SM. Quantum of reservation in respect of Ex-SM is 10% for Group 'C' posts; no reservation is allowed in the case of Promotions. The vacancies for Ex-SM are also to be indicated separately as per the extant regulations, in the notification being advertised.

(b) Reservation for PWD. Percentage of reservation for PWD is admissible for DR across all groups. The vacancies for PWD are to be indicated separately, as per the extant regulations, in the notification being advertised, unless the same is exempted and a point based roster is to be maintained. The quantum of reservation is 3% @ 1% applicable to each for the following categories:-

- (i) Blindness or low vision or Visually handicapped (VH).
- (ii) Hearing Impairment or Hearing handicapped (HH).
- (iii) Locomotor disability or Cerebral palsy including Orthopedically handicapped (OH).

Relaxations/ Concessions

14. There are certain relaxations/ concessions like age, educational qualification etc. given to the reserved category personnel. In case, any candidate uses the relaxations/ concession, he/ she will then be considered only against the specific reserved category. Those personnel, who do not avail of such relaxation / concession and are in the order of merit, will compete against all candidates.

15. There are relaxations provided in respect of other categories of personnel like War widows, Separated/ Divorced women etc and are revised from time to time as per DOP&T orders. Age relaxation is available to about 15 categories of persons as per DOP&T's original consolidated OM

dated 27 Mar 12 (**Annexure 3**) amended in respect of PWDs thereafter vide DOP&T's OM dated 29 Jun 15 (**Annexure 4**). Thus the SOP is highlighting only the major categories of SC, ST, OBC, PWD, Ex-SM and Meritorious Sportsmen as regards to age relaxation. These are subject to revisions, as promulgated, from time to time by DOP&T. The age relaxation available for the main categories of SC, ST, OBC, PWD, Ex-SM and meritorious Sportsmen are as follows:-

<u>Sno. Category</u>	<u>Age Relaxation</u>
(a) SC/ST	05 years
(b) OBC	03 years
(c) PWDs	10 years
(d) Ex-SM	(Age- Military service) + 03 years (for DR of Gp 'C' posts only)
(e) Meritorious Sportsmen	05 years

16. **Notification of Vacancies.** In accordance with DOP&T instructions issued vide their O.M no. 14024/2/96-Estt(D) dated 18 May 1998, all vacancies that are to be filled up on a regular basis, are to be notified to Employment Exchange after obtaining NAC from AG/MP4 (Civ)(b), except for those posts that fall under the purview of UPSC/SSC. The recruitment notice with details of reservations is to be prominently displayed/advertised in Employment News/ Rozgar samachar along with local newspapers through Directorate of Advertising and Visual Publicity (DAVP) New Delhi for wide publicity. A sample format of the Advertisement, which may be used as a reference, for standardisation across the Commands is placed at **Annexure 5**. It is essential that all the relevant details are included in the advertisement viz. mode of selection process, broad syllabus, procedure for inviting applications and instructions about Written exam, Skill/Trade test where applicable as per relevant RR, essential educational qualifications, medical standards necessary etc.

17. In case of the reserved categories, the requirement of the caste certificates duly issued by appropriate authorities should be emphasised. The clause subject to "Variation of Vacancy" also needs to be added against the number of posts so advertised, to cater to the eventuality for

increasing/ decreasing the number of vacancies at a later stage of the recruitment process. In view of the recent issue of the policy guideline permitting implementation of Shortlisting of applications, a notation to this effect needs to be included in the advertisement, in accordance with IHQ/MOD (N) letter CMPR/1001/Policy dated 13 May 15.

STAGE II - CONDUCT OF EXAMINATION

Selection Procedure

18. Constitution of Selection Board. For assessing the suitability of the applicants and determining their comparative merit for employment against the post, a Selection Board/ BOO is to be constituted at the respective Commands by the Appointing Authority. Constitution of the Board should be as per the orders, which should contain detailed instructions as promulgated by the Appointing Authorities. The concerned Administrative Authorities are responsible for provision of all Administrative infrastructure support to the BOO for a smooth conduct of the Recruitment process.

19. Scrutinising of Applications for Eligibility. On receipt of applications, the eligibility of the candidate is to be reckoned strictly in accordance with Recruitment Rules for the post in vogue. Relaxation in the essential qualification is generally not permissible and additional qualification cannot be fixed other than those mentioned as "Desirable Qualifications" in the Recruitment Rules. Any relaxation being sought needs to be highlighted while scrutinising the applications.

20. For the purpose of inviting applications, suitable procedure should be adopted keeping in mind the expected number of applicants, resources available for recruitment processes and Administrative convenience. All applications are to be scrutinized in terms of minimum and upper age limit, minimum educational qualification and experience, where applicable, as prescribed in the Recruitment rules. Applications not fulfilling any of the criteria should be rejected outright. Additionally, any application received after the last date of receipt is to be kept sealed and recorded. The applicants will have to submit the copies of the documents alongwith their application, as called for in the relevant advertisement. Original documents are to be produced at the time of Pre-appointment formalities.

21. Issue of Call Letters/ Admit Cards. Call letters/ Admit cards for written examination/Physical test should be issued at least three weeks before the date of examination/test, clearly specifying the date, time and venue of examination. The procedure for issue of Admit cards should be clearly indicated in the advertisement, if being provided online. Alternately the Call letter/ Admit Card is to be despatched by Speed Post. The candidate's identity is to be verified through original photo ID proof issued by Government bodies viz. PAN card/ Aadhaar card/ Driving license/ Passport/ Voter ID etc alongwith a photo copy of the same before allowing them to enter the examination venue. The photo copy of the above certificates is to be handed over to the invigilator(s) alongwith copy of the Call letter/ Admit card at the examination venue. The mode of issue of Call letters/ Admit cards is to be specifically indicated in the Notification being issued.

22. Conduct of Written Examination. Written test as per the syllabus for qualification will be conducted for all candidates found eligible as per following procedure:-

(a) All eligible applications are to be allotted with roll numbers without considering the category (SC/ST/OBC/UR) of candidates.

(b) As mentioned in the policy guideline promulgated vide IHQ MOD (N) letter CMPR/1001/Policy dated 13 May 15, the shortlisting of applications for the written exam may be carried out. The shortlisting of applications is to be carried out in the ratio 1:25 or more, depending on the number of vacancies and the administrative capacity of the Command/ Unit to conduct the examination. A notation of the same is to be clearly indicated in the advertisement.

(c) The Board is responsible for setting up the question papers for the written test, as per the syllabi laid down, commensurate to the qualifications given in the RRs. The Question paper should be bilingual (both in Hindi & English version).

23. Conduct of Interview. Interview is not be carried out in respect of Gp 'C' and Gp 'B (NG)' posts as per the latest Government directives w.e.f. 01 Jan 16. In case of any change in policies for conduct of Interview, same will be intimated separately. This procedure will reduce the prolonged leadtime of the Recruitment process.

24. Preparation of Merit List. A consolidated list of candidates, indicating the details of marks obtained by them in the written test and necessary qualifying standards in skill test, where applicable as per relevant RR, needs to be prepared and authenticated by all Board Members. The skill/ trade test should be a qualifying test and marks awarded for skill/ trade test should not be counted for deciding the overall merit. In the eventuality of candidates scoring same total marks in the final merit list, following criteria is to be promulgated by all Commands/ Appointing Authorities to arrive at inter-se seniority as per the priority listed below:-

- (a) Marks in written examination to be considered as first step/ criteria to draw a merit list.
- (b) If marks in written exam are same, then the candidate possessing higher educational qualification is to be considered first.
- (c) If higher educational qualification is also same, then the Date of Birth is to be considered to arrive at the merit list; the older candidate will prevail as the higher selected candidate in merit.

STAGE III - POST-EXAMINATION

25. Preparation of Select List. Selection Board/ BOO is to ensure that the names of recommended candidates is listed as per the number of vacancies notified. Following guidelines are to be adhered to:-

- (a) Since reservation for Ex-SM and PWD categories is to operate horizontally, candidates to the extent of available vacancies are to be selected first in order of merit.
- (b) Super impose those selected in SI (a) above against respective category for UR/SC/ST/OBC i.e. every Ex-SM/PWD candidate has to be horizontally accounted against the quota of his/her actual reserved category i.e. UR, SC, ST, or OBC and the respective quota to be adjusted accordingly.
- (c) Prepare select list for general vacancies in order of merit, excluding those candidates who have availed any relaxation /concession on account

of caste/community. SC/ST/OBC/PWDs candidates have a right to compete against general candidates against open vacancies, however any SC /ST /OBC /PWDs candidate availing any form of concession or relaxation would deem to be unavailable for open seat in UR category. Thus SC/ST/OBC candidates selected on merit vis-à-vis the general candidates are not be counted towards SC/ST/OBC quota.

(d) Requirement of Reserve List. Apart from the combined merit list, the Appointing Authority should prepare a Reserve list mandatorily to cater for replacements for those candidates who do not finally report, who are unable to produce necessary documentation etc. Appointing Authority can decide upon a reasonable percentage of total qualified candidates to form part of the reserve list.

(e) After the Select list is prepared, the names of the persons who could not be included for selection within the number of vacancies are kept in the Reserve list. In case some of the persons do not become available for appointment, the persons on the Reserve list can be appointed from the relevant category. The Reserve list will be applicable only if the Select list candidate has not joined as mentioned above. Under no circumstances any vacancy occurring later is to be considered from the Reserve list. In case the entire Reserve list is not exhausted, the balance on the list automatically stands lapsed. The Reserve list will be operated only on confirmation of availability of Postal receipts for the initially selected applicants who have not joined due to any reason.

(f) Selected candidates (including those excluded in SI (c) above), belonging to reserved categories to the extent of vacancies available in order of merit, form part of the combined list. The entire list is to be scrutinised in order to get enough number of reserved category candidates but all general category (UR) candidates will be excluded.

26. Approval of Board Proceedings. In case more than one BOO is appointed for Screening, Written and/ or Skill/ Trade test, all the Board Proceedings (BP) should be enclosed with the final / last BP and the final BP should include the important features/ summary of the other BPs, in brief, prepared thus far. The final BPs of the Selection Board, duly signed and complete in all respects including all documents, is to be put up to the Appointing Authority for necessary approval in a timebound manner. All

aspects covering the procedures adopted for reservation are to be included into the BPs finally being submitted to the Appointing Authority for approval.

27. Publication of Select Panel. A select panel containing names of candidates recommended for appointment and approved by the Appointing Authority is to be displayed on the notice board of Unit/Establishment at an early date and the same may be published in the newspapers/ placed on the Indian Navy/ Unit website for transparent dissemination of information. This aspect of promulgation of the result is to be mentioned in the initial advertisement/ notification.

Pre-appointment Formalities

28. Verification of Character and Antecedents and Medical Examination. The selected candidates are also to be intimated separately about their selection by Speed post which should also include the attestation forms for verification of Character and Antecedents and Medical examination form. Alternately the Commands may upload the attestation forms/ Medical examination form on their website which can be downloaded by the candidate. The duly filled forms are to be forwarded by the selected candidates by Speed Post to the Recruitment agency/unit concerned. On receipt of the completed forms, the Recruitment agency/unit concerned will forward, on priority, the verification of Character and Antecedents to the concerned District magistrate and the Medical forms to the concerned Medical authority. A copy of the Attestation forms and Medical examination form are placed at **Annexure 6 & 7.**

29. Post result publication, as per the guidelines in vogue, no candidate is to be appointed, without prior verification of character, caste and antecedents by the Appointing Authorities/ Recruiting agencies. The authority for the verification of Character and Antecedents of a candidate are as laid down in extracts of GOI/MHA (Dept of Personnel and Admn Reform) OM no. 18011/9(S)/78-Estt.B dated 02 Jul 1982 (**Annexure 8**). As per aforesaid O.M, a detailed verification is necessary in the interest of security. It has been further clarified that the procedures have been amended in respect of candidates for the post of LDC or posts of equivalent grade, wherein a simple verification may be carried out. In all other cases the attestation forms are to be sent to the District Magistrate/ Superintendent of Police as mentioned above, who may be requested to

make a check of the entries in the form and send the same back to the Appointing Authority through the District Magistrate office with his attestation.

30. Medical Examination. The selected candidates are also to be referred to the medical authorities by the Recruiting agency as per existing rules and the candidates are to be asked to have their medical examination carried out from the prescribed/ appropriate Medical authority at their District as per guidelines laid down. The appropriate Medical authorities for conducting medical examination for Gp B and Gp C non Gazetted posts are as follows:-

- (a) Male candidates- A Civil surgeon or a District Medical officer or a Medical officer of equivalent status.
- (b) Female candidates
 - (i) At Delhi - The Assistant Surgeon, Grade I (Woman) under the C.H.S
 - (ii) At other places - A registered Female Medical practitioner possessing qualification included in one of the schedules to the Indian Medical Council Act 1956 (102 of 1956), Indian Medical Central Act 1970 and Homeopathy Central Council Act 1973.

31. Verification of Other Certificates. As per the current procedure, the candidates are being issued an intimation letter wherein they are being called for verification of all certificates that include Educational, School leaving certificate, Valid Caste certificate in case of SC/ST/OBC, Non-creamy layer certificate in case of OBC, Experience certificate and Discharge certificate in case of Ex-SM. On completion of the verification, the Offer of appointment is being issued to the candidate, if found eligible, post verification of Character and Antecedents. This results in extended leadtime for the process of recruitment. In order to reduce the prolonged lead time for recruitment, it is very necessary that the Offer of Appointment is directly issued to the selected candidates and subsequently the unit concerned, wherever the candidate joins, takes responsibility for carrying out the verification of all certificates. Copies of the certificates

verified are to be attached by the unit to the Service Document being prepared.

Issue of Offer of Appointment

32. As mentioned above, post declaration of the select panel, an Offer of Appointment is to be issued to the selected candidates as confirmation of the selection to the post. The letter of Offer of Appointment will contain important terms and conditions as given below:-

- (a) Scale of pay of the post.
- (b) Requirement for submission of Original certificates alongwith two copies of the certificates duly attested by a Gazetted officer.
- (c) Provision of termination of services with notice during the initial period of temporary service.
- (d) Requirement of taking Oath of Allegiance on appointment.
- (e) Selected candidates should be warned in the offer of appointment that the candidates would be disqualified for government service, in case he/ she has more than one spouse living.
- (f) In case of SC/ST/OBC candidates, furnishing of prescribed certificate as stipulated under the relevant orders is necessary. DOP&T /MHA orders on the issue of verification in this regard are also relevant.
- (g) An offer of appointment should spell out that the appointment is provisional and purely on temporary basis and subject to verification of certificates produced by the candidate. If subsequent verification proves that any of the certificates is false, the appointment would be terminated forthwith. A sample format for appointment letter is placed at **Annexure 9**.
- (h) Conditions of probation should clearly be specified in the offer of appointment.

(j) The last date for reporting for duty failing which the offer will stand terminated should be clearly specified in the Offer of Appointment.

Post Appointment Formalities

33. On reporting of the selected candidate for duty, the Unit concerned must verify the identity, original certificates of educational qualifications, proof of age, caste certificate, medical certificate etc. The concerned Head of office must thereafter administer Oath of Allegiance to the Constitution of India in the prescribed format and Oath of Secrecy as per Official Secrets Act.

34. It is therefore, essential that the procedures being adopted for Direct Recruitment of Civilian personnel, needs to be very transparent and expeditious as the wastages in the form of retirement/ superannuation / Deaths are consistently very high. There is an urgent need to arrest the upward trend of shortages immediately and bring it down to an acceptable level. Additionally it is also imperative that any recruitment process is not stretched beyond a reasonable period and efforts are to be made to complete the same during the validity of the NAC, which is two years as per the latest policy.

35. A timeline chart of the activities for recruitment of Civilian personnel in the Navy is placed at **Annexure 10**. All Commands are to make an endeavour to reduce the stated timeline for each activity as far as possible in order to expedite the recruitment process.