**APPENDIX-I**

**FORMAT FOR SENDING REQUISTION FOR DIRECT RECRUITMENT TO THE** **BOARD**

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| 1. | Name of the Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 2. | Name of post to be filled up by direct recruitment | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 3. | Level in the pay matrix of the post(s) to be filled up | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 4. | Number of post(s) to be filled up by direct recruitment | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 5. | (1) Number of post(s), if any, reserved for persons with benchmarked disabilities within the number of post(s) mentioned at Sl. No. (4) | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | (2) Number of post(s) reserved for different category of disabilities within the number of post(s) specified at Sl. No. 5(1) *(The number of post(s) should be mentioned category wise and the category of disability shall be as per the categories specified in sub¬section (1) of section 34 of the RPwD Act, 2016)* | (a) blindness and low vision | : \_\_\_\_\_\_\_\_\_\_\_\_ |
| (b) deaf and hard of hearing | : \_\_\_\_\_\_\_\_\_\_\_\_ |
| (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy | : \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | (d) autism, intellectual disability, specific learning disability and mental illness | : \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness | : \_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (3) Number of post(s), if any, reserved for ex-servicemen within the number of post(s) mentioned at Sl. No. (4) | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| 6. | Nature of recruitment for the vacancies to be filled up (Whether regular, contract, work- charged, co-terminus or muster roll) | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Vacancy year of the posts to be filled up | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. | Give reason(s) of vacancies | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. | Name of the recruitment rules to be used for direct recruitment  *(Enclose a copy of the relevant recruitment rules. The recruitment rules in force on the date of occurrence of the vacancies to be filled up should be applied for recruitment)* | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10. | Educational and other qualifications prescribed for direct recruitment as per the relevant recruitment rules | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. | Age limit for direct recruitment | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12. | Enclose roster, duly certified by a Gazetted officer, of the posts proposed to be filled up in case there are more than one method of recruitment prescribed in the recruitment rules | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 13. | Whether or not approval of the Competent Authority obtained for filling up of posts by direct recruitment? | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. | Any other relevant remarks | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and signature of Officer sending the proposal)