

No.28011/6/76-Estt.(D)

Government of India  
 Ministry of Home Affairs  
 Department of Personnel & Adm. Reforms

.....  
 North Block, New Delhi, the 24<sup>th</sup> June, 1978

OFFICE MEMORANDUM

Subject: Starting point in the recruitment roster for the purpose of seniority –  
 procedure regarding.

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The undersigned is directed to say that from the reference received in the Department and the representations made by the affected individuals, it has been noticed that there is no uniform practice in regard to the starting point in the recruitment roster when recruitment is made by more than one method, namely, direct recruitment/promotion/transfer on deputation etc.

The following are the among the diverse methods being adopted by various departments in regard to the starting point of the roster:

- (a) the mode of recruitment for which action has been initiated first;
- (b) the mode of recruitment through which first appointment was made after the notification of the recruitment rules;
- (c) the mode of recruitment mentioned first in the recruitment rules for the post concerned.
- (d) the mode of recruitment which is the most predominant.

In some other cases, the roster has been maintained according to the illustration given in “General principle (6)” in the annexure to M.H.A.O.M.No.9/11/55-RPS dated 22.12.1959.

2. This question has been examined in detail by this Department in consultation with the UPSC and it has now been decided that the starting point in the roster should be that mode of recruitment prescribed in the Recruitment Rules for which the selection process had been completed first. For this purpose, the date of completion of the selection process will be determined as follows:

<b><u>Direct Recruitment</u></b>	<u>Date of completion of selection process</u>
(a) Through examination conducted by UPSC or any other authorities.	Date of publication/announcement of results.
(b) Through interviews conducted by UPSC or any other authorities.	Date of Commission's letter containing their recommendations.

### **Promotion**

(a) Where UPSC is associated.	Date of UPSC's letter containing their recommendations ratifying the promotion.
(b) Where UPSC is not associated or its formal concurrence is not required.	Last date of DPC meeting.
(c) Limited Departmental Examination.	Date of announcement of results.

3. A new roster will have to be started in the following cases:

- (i) From the date the recruitment rules are notified in the gazette.
- (ii) When there is an amendment to the Recruitment Rules which changes the percentage allotted for the various modes of recruitment.

4. These instructions shall come into force with effect from the date of issue of this Office Memorandum and recruitment rosters already maintained/started need not be reviewed on the basis of the above instructions. However, where the persons concerned have been approved for appointment but the Recruitment roster has not been started this may be started in the light of the instructions.

Sd/-  
( N. Rangarajan )  
Deputy Secretary

To  
All Ministries/Departments.

UPSC with 10 spare copies with referent to letter No.F.2/47/ S.II.