

No.1/1/2017-R&R and DC
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Date: 03.04.2019

OFFICE MEMORANDUM

**Subject: Reporting of vacancies to Surplus Cell of this Department under
CCS(Redeployment of Surplus Staff) Rules, 1990 - regarding.**

The undersigned is directed to refer to the provisions of Rule 3 of the CCS(RSS) Rules, 1990, which require all Ministries/ Departments/Offices of the Government of India, except those which have been exempted, to obtain "No Objection Certificate (NOC)/ Non Availability Certificate (NAC)" from the Surplus Cell (now Retraining and Redeployment Division) of the Department of Personnel & Training for filling up the posts through direct recruitment.

2. It has been observed that the Departments/Offices while seeking NOC/NAC from this Department, do not submit copy of Recruitment Rules with the standard proforma for seeking NOC/NAC. It has also been noted that some columns are left blank in the said proforma, which lead to delay in processing of NOC/NAC requests.

3. It has also been decided to seek additional information in standard proforma, required to process such requests. A revised format for submission of requests for redeployment of Surplus Staff/ NOC/NAC is annexed.

4. All the Ministries/Departments/ Offices of Government of India are, therefore, requested to submit their requests in the Revised Proforma along with all requisite documents mentioned therein.

Encl. As above.


(S. K. Mandi)

Under Secretary to the Govt. of India
☎: 24651898

To

1. All Ministries/Departments of the Government of India through website of this Department, with a request to strictly observe the provisions stated above and instruct their respective Attached and Subordinate Offices for the same.
2. The Secretary, SSC, CGO Complex, New Delhi for kind information.

**PROFORMA
(for seeking Non-Availability Certificate)**

1	(a) Name of the Organisation/Office.	
	(b) Ministry/Department to which attached.	
2	Complete Postal Address of the Organization & Head Office	
3	Details of the post	
	(a) Designation	
	(b) Cadre & Classification of post (i.e. Whether Central Civil Service post /Gazetted or Non-Gazetted, etc.)	
	(c) Name & Address of Cadre controlling authority of the post #	
	(d) Pay Band / Grade Pay (Pre-rev) & Pay Level (revised)	
	(e) Mode of Recruitment: Ad hoc/ Promotion/ Direct Recruitment / Deputation, absorption, etc. and percentage of the vacancies to be filled by various methods. (Enclose copy of Recruitment Rules). NOTE: Where it is proposed to fill the post(s) through direct recruitment under failing which clause i.e. <i>If the mode of recruitment is promotion (or) failing which by deputation (including short term contract)/ direct recruitment (or) failing both by direct recruitment, then summary of action taken to fill the post through the mode of promotion followed by deputation (including Short Term Contract), wherever applicable and failure of both the methods thereof to be clearly indicated.</i>	
	(f) The post is Temporary or Permanent	
4	Brief description of the job requirement and nature of duties of the post	
5	Details of Vacancies	
	Place (State) of initial posting* for each vacancy	
	Break-up of vacancies (with Place of Posting) reserved for **	
	SC	
	ST	
	OBC	
	EWS	
	UR	
6	Total Vacancies	
7	Date of the occurrence of Vacancies	
	Qualification as laid down in the approved Recruitment Rules including any relaxation.	
	(a) Essential	
	(b) Desirable (Please indicate NIL if not specified)	
8	Any other requirements or condition not covered by the above columns.	

It is certified that:

9	Vacancies projected in this requisition are regular vacancies as on date, which fall within the direct recruitment quota have been included in this requisition, and also the necessary sanction of the Government for these posts is available.
10	The number of vacancies reserved for Schedule Caste, Schedule Tribes, Other Backward Class and Economically Weaker Section as mentioned in Col.5 above, is in accordance with the reservation quota fixed by the Government for these communities.
11	Surplus employee(s), nominated against these vacancies, shall be given appointment within a period of three months from the date of nomination.

* (i) indicate specific place with Name of State in bracket. **Don't write as All India/Anywhere in India**. If vacancies are spread at several places in India, indicate them as mentioned below at **.

** (ii) if vacancies are available at more than one places, please indicate category (SC/ST/OBC/EWS/UR) and number of vacancy available at each place (with name of State) in separate sheet; (iii) **Vacancies for PH, Ex-Serviceman (if any) may be indicated in bracket, after indicating total vacancies under respective category.**

Place _____
Date _____

Name, designation & signature of the Officer
Authorised to send the requisition
Tel. No. _____
Email: _____

Note: (iii) Clear and unambiguous information should be provided. (ii) No information should be given by dashes, by dots or left blank. (iii) One proforma should be used for one post/designation only.

(iv) Request for NOC must be submitted by or sent through the Cadre Controlling Authority.