

Copy of letter No. 4832-GS-60/34308, dated the 16th September, 1960, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc

Subject :—Recruitment through the Subordinate Services Selection Board.

In partial modification of orders contained in sub-para (i) of Punjab Government letter No. 1212-G-54/5973, dated the 13th February, 1954, on the subject noted above it has been decided that the appointing authorities will henceforth be competent to fill in permanent vacancies on temporary basis for a period of six months in emergent cases. A requisition in such cases will also be placed with the Board simultaneously.

2. Copies of orders making appointments on temporary basis should invariably be forwarded to the Subordinate Services Selection Board for their information.

Copy of Punjab Government Circular letter No. 5281-4GS-61/21179, dated 19th June, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Recruitment by selection—Defects generally observed by the Commission in the Requisition Forms.

I am directed to invite a reference on the subject noted above and to inform you that the Punjab Public Service Commission have brought to the notice of the State Government certain defects which are generally observed by them in the requisition form. A copy of those defects is enclosed for your information.

2. Government observe that a good deal of labour and time will be saved if the requisitions sent to the Commission are filled in by the Departments with care. It is accordingly requested that efforts should be made to ensure that the requisition forms are sent to the Commission complete in all respects, carefully avoiding the defects particularly pointed out by them.

Defects generally met with in the references to the Punjab Public Service Commission

1. Recruitment by Selection.

(A) Form of requisition :—

- (1) Item No. 3 .. In cases of temporary posts, which are sanctioned upto the end of the financial year, and where the reference to the Commission is being made only a few months before the termination of the sanction, the departments do not generally make it clear whether further sanction has been applied for, and/or what are the prospects of the posts being continued beyond their existing term. This information is necessary for incorporation in the advertisement etc. for the information of the intending candidates, as it looks incongruous that the term of a post should be supposed to come to an end by the time the Commission are in a position to make their recommendations.
- (2) Items 3(A) and 3(B) .. Very often no entries are made against these. Clear, and to the point, replies should be given.
- (3) Item 4 .. No reply is generally given to sub-item (b).
- (4) Item 6 .. In furnishing an answer to it no distinction is drawn between the termination of appointment during probation, and after confirmation.
- (5) Item 14 .. The qualifications required are not stated according to the sub-items; and it is also not made quite clear as to which of them are to be strictly adhered to. Moreover where training and/or experience are laid down as essential conditions the minimum period of training/experience is not stated. It is imperative that the qualifications demanded are stated categorically.

so that they are not susceptible of any doubt, and can be readily incorporated in the advertisement. Sometimes the qualifications laid down are not the same as, or similar to, those prescribed on a previous occasion, or required under the relevant rules ; and no reasons are given for this departure.

(6) Item 15

- .. Exact answers to the various sub-items are generally not given, particularly to sub-item 3(ii). Further concessions in age allowed to Scheduled Castes etc. candidates, retrenched likely to be retrenched personnel of the Civil Supplies and other temporary departments, and persons who have rendered national or social service before independence, are not mentioned.

(B) Service Rules

- .. In cases where there are no published rules for the service/post concerned the department forwarding the requisition confines itself to merely giving a negative answer to item 2(b) of the requisition. No information is furnished on the point as to why no rules have been framed or what steps are being taken to frame them. Nor are the Commission asked to first approve of the proposed method of recruitment and qualifications though this is obligatory under Article 320(3) of the Constitution, in the absence of service rules already framed in consultation with the Commission.