

No.39011/2/2002-Estt.(B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, dated the 25<sup>th</sup> September, 2006.

**OFFICE MEMORANDUM**

Subject: Inordinate delays in issuing offers of appointment to the candidates nominated by the Staff Selection Commission to the User Departments – regarding.

The Staff Selection Commission (SSC) conducts open examination for recruitment to the various categories of Group 'B' and Group 'C' posts in the Ministries/Departments of Government of India and their attached and sub-ordinate offices. Inordinate delays in issuing offer of appointments to the candidates nominated by the Staff Selection Commission to the User Departments however, have been occurring repeatedly. It is emphasized that nominations by the Staff Selection Commission of the successful candidates is the last stage of the recruitment process. After nomination of the successful candidates to the User Departments, it becomes the duty of the User Departments to issue offer of appointments to the candidates after completing the pre-appointment formalities within a stipulated time.

2. It has been observed that many months are lost before offers of appointments are issued which invariably give rise to various representations/queries from the affected candidates. The matter has been considered, and it is felt that there is a need for proper and timely review of all such cases by the Secretary/Head of Department concerned. Attention is invited to Ministry of Home Affairs O.M. No.23/97/68-Estt.(B), dated 26.2.69 (copy enclosed for ready reference), in which a proforma for quarterly review of such cases of candidates recommended by the Union Public Service Commission to be submitted to the Secretary of the Ministry/Department concerned had been prescribed. All the Ministries/Departments are henceforth advised to ensure submission of the said quarterly reports to the Secretary/Head of the Department concerned for review of all cases of delay in issuing offers of appointment to candidates selected by the Staff Selection Commission.

3. Instructions have already been issued by this Department vide O.M. of even number dated 5.11.2002 to all Ministries/Departments of the Government of India to issue necessary letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter in case of those candidates recommended by the Union Public Service Commission. On the same lines, the Ministries/Departments are requested to issue necessary letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter from the Staff Selection Commission so that as far as possible, the offers of appointment could be issued to the candidates

recommended by the Commission within three months from the date of recommendation letter.

4. Ministries/Departments are also requested to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by the Staff Selection Commission are reduced to the minimum. These instructions may be brought to the notice of all concerned.



(C.B. Paliwal)

Joint Secretary (Establishment).

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