

ED 32770.3235 IN

5/12/25

पंकज हजारिका
PANKAJ HAZARIKA
अपर सचिव
ADDITIONAL SECRETARY



Tele. : 011-23383723

संघ लोक सेवा आयोग

UNION PUBLIC SERVICE COMMISSION

धौलपुर हाउस, शाहजहाँ रोड, नई दिल्ली-110 069
Dholpur House, Shahjahan Road, New Delhi-110 069

764621 5/12/25
E. Office No.DT.
Government of India
Ministry of Social Justice & Empowerment
(Deptt. of Social Justice & Empowerment)

DO.No.8/42/2023-R(C&P)

25 November, 2025

Dear Madam/Sir,

Kindly refer to Department of Personnel and Training's Office Memorandum No. 39022/02/2023-Pers.Policy(B) dated 07.11.2023 read with O.M. No. 39011/01/2022-Estt(B)(e) dated 22.02.2024 and O.M. No. 39011/01/2022-Estt.(B) dated 24.01.2025 (copy enclosed) for submission of proposals for recruitment to UPSC.

2. I would like to inform you that the Commission follows a methodical approach wherein it accepts comprehensive requisitions for direct recruitment through selection from all Ministries/Departments between January 1st and March 31st of each year (on annual basis), under the Single Window System.

3. In this regard, for the calendar year 2026, the Commission will be accepting requisitions for recruitment proposals, complete in all aspect in UPSC-33 proforma (available in the UPSC's website) from 1st January 2026 to 31st March 2026 through slots available on Single Window System. Booking for prior appointment of slots will be made available on the online web-portal from 15.12.2025 onwards. It may kindly be noted that the Commission may not be in a position to accept any requisitions beyond March-31, 2026 during the Calendar Year 2026.

With regards,

Yours sincerely

(Pankaj Hazarika)

The Head of Department
(as per list)

Do (Admin)

US (SED-VI)

PS
8-12-25

SECRET

US (Estt.)

9-12-25

for circulation

No. 39922/02/2023-Pers. Policy (B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training



North Block, New Delhi
Dated the 7th November, 2023

OFFICE MEMORANDUM

Subject: Submission of proposals for recruitment to Union Public Service Commission (UPSC) on annual basis - reg.

The undersigned is directed to say that the Union Public Service Commission (UPSC), makes selections, *inter-alia*, by Direct Recruitment through Interviews, and; in the process, if the situation so demands, also conducts Recruitment Tests to shortlist/limit the candidates, to be called for interview.

2. Every year, the Commission receives a large number of requisitions from various Ministries/Departments, on piecemeal basis, for filling up various posts under their purview. Also, vacancies in different disciplines like Medical, Engineering, Law, Administration discipline etc. are reported at different times of the same year. Since each of the proposals has to be advertised and processed separately, the Commission has to undergo the entire recruitment process which consumes a lot of time and energy.

3. In view of the above, it is advised that the indenting Ministries/Departments may send their consolidated requisition to the Commission in respect of all the vacancies in a single or different stream(s), as the case may be, for a calendar year (incorporating both the existing as well as the anticipated vacancies), by 31st March of the concerned year. Time schedule to be adhered to by the indenting Ministries/Departments for this purpose is enclosed (Annexure-I). Such reporting will:

- i. Enable the Commission to work out plan, including plans for holding of Recruitment Tests.
- ii. Do away with the necessity of processing individual requisitions on piece meal basis which will save a lot of time and energy of UPSC.
- iii. Enable the Commission to plan its recruitment activities for a particular period or for full year well in advance, which will result in efficient conduct of examination and early processing of results.
- iv. After receipt of consolidated requisitions, the Commission will strive to complete the recruitment process, and make recommendations within nine months of reporting of vacancies.

.....2/-

4. The indenting Ministries/ Departments are advised to submit the requisitions, to the Commission, complete in all respects, well before or by the date indicated in the Schedule (Annexure-1). While finalizing their consolidated indent, they may ensure that:

- i. The requisitions is in consonance with the 'Check List' (Annexure-II)
- ii. The Recruitment Rules have been updated in accordance with the existing instructions and the requisitions proposed to be submitted are in accordance with the updated Recruitment Rules for each category of post.

5. All the Ministries/ Departments are, therefore, requested to anticipate and work out the vacancies likely to occur in a year, well in advance and send the requisitions, complete in all respects, to the Commission by the date stipulated in the Time Schedule.

Jas
(Jasmine)

Under Secretary to the Government of India
Tel. No.: 23092508

To

✓ All the Ministries/ Departments of the Government of India

Copy to:

The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi. *wgt* *Letter no - 8/42/2023-RC&P dated 30.10.2023*

Schedule for Direct Recruitment through Selection

Milestones	Timelines
Submission of requisition in UPSC-33 proforma	By 31 st March
Settling deficiencies in requisitions pointed out by UPSC	By 15 th April
Publication of Advertisement	30 days (from acceptance of requisition)
Closing date of applications	By 30 th June
Holding of RTs	From August to October
Interviews	From July to November
Declaration of final result	From July to December

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No.39011/01/2022-Estt.(B)(e)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 22nd February, 2024

OFFICE MEMORANDUM

Subject: -Standard UPSC-33 Proforma alongwith Check-list for receiving requisition in UPSC from Ministries/Departments, in view of Rights of Persons with Disabilities Act, 2016 and implementation of reservation scheme for Economic Weaker Sections (EWSs) – reg.

The undersigned is directed to refer to this Department's OM No. 39011/11/2005-Estt.(B), dated 27.02.2008, OM No.39011/05/2012, dated 04.07.2012 and OM No. 39011/02/2019-Estt.(B), dated 16.01.2020, and to say that UPSC-33 Proforma provides the categories and permissible sub categories, as per the previous instructions of DoPT in the matter, based on the Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, which has since been repealed by 'Rights of Persons with Disabilities Act, 2016' and also based on implementation of reservation scheme for Economic Weaker Sections taking effect from 01.02.2019.

2. In view of the amendment vide Notification no.30-12/2020-DD-III, dated 24.08.2022, made in the Notification no.38-16/2020-DD-III, dated 04.01.2021, issued by the Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), UPSC-33 Proforma, for submitting requisition to UPSC under Single Window System for filling up the vacancies reserved for PwBDs, has been modified/updated, in consultation with the Department of Empowerment of Persons with Disabilities (Divyangjan). A copy of the revised Proforma UPSC-33, along with its Checklist is enclosed for information and compliance.

3. All Ministries / Departments are requested to take a note of the above for strict compliance and also to ensure that from now onwards the revised UPSC-33 Proforma is used for placing requisition for direct recruitment posts with UPSC. The revised proforma may also be brought to the notice of the attached/ subordinate offices for information and strict compliance.

Encl: As above.

(S.P. Pant)
Director(PP-II)
Tele No.: 23093074

To

All the Ministries/ Departments of the Government of India.

Copy to:

The Secretary, Union Public Service Commission, Dholpur House,
Shahjahan Road, New Delhi.

No. 39011/01/2022 Estt.(B)

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 29th January, 2025

OFFICE MEMORANDUM

Subject: Modification in UPSC-33 Proforma for sending requisitions to UPSC by Ministries / Departments - regarding

The undersigned is directed to refer to this Department's OM No. 39011/11/2005-Estt.(B) dated 27.02.2008, OM No. 39011/05/2012 dated 04.07.2012, OM No. 39011/02/2019-Estt.(B) dated 16.01.2020, and OM No. 39011/01/2022-Estt.(B)(e) dated 22.02.2024 and to state that the UPSC-33 Proforma for sending requisitions by indenting Ministries / Departments to UPSC currently does not contain information regarding fresh/backlog vacancies reserved for PwBD candidates. In the absence of information on whether vacancies are fresh or backlog, there is a possibility that candidates may not be appropriately recommended for backlog vacancies reserved for PwBD candidates in line with DoPT OM dated 15.01.2018, and PwBD reserved positions may remain unfilled, especially if no suitable candidates are available in the subsequent years.

2. In view of the above, it has been decided to modify the standard UPSC-33 Proforma by inserting Para 3(a)(a) indicating the details of backlog and fresh vacancies out of the total vacancies reserved for PwBD candidates as tabulated below:

Para-3(a)(a):

Category	Fresh Vacancy	Backlog Vacancy	Total
Persons with Benchmark Disability			

3. A copy of the modified UPSC-33 Proforma and Checklist is enclosed.

4. All Ministries / Departments are requested to take note of the above modification and to also ensure that the same is brought to the notice of all attached subordinate offices for compliance. All Ministries / Departments may ensure that the modified UPSC-33 Proforma is used for placing requisitions for direct recruitment posts with UPSC.

Encl: As above.

Jas
(Jasmine)

Under Secretary to the Government of India
Tele No.: 23092508

All the Ministries/Departments of the Government of India.

Copy to:

The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi

43/AS(PH)
27.01.2025

7/JS(R-D)
27.01.25

27.01.25
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Recd. today. As per directions JS (R.D.) pl. put 29/01/2025 R(CAP)

PROFORMA FOR REQUISITION TO THE UPSC

(Please furnish this proforma duly filled in duplicate)

Name of the Organisation Requisitioning:

Recruitment to the post(s) of:

1. Is the Requisitioning Authority empowered by the administrative Ministry/Department to place the Requisition with the UPSC directly?

2. Brief particulars of the posts:

Designation	Pay scale & total emoluments* (excluding HRA & CCA)	Group & Service Cadre	Total No. of Posts sanctioned	
			Permanent	Temporary

*Higher initial pay may be recommended by the Commission for specially qualified and experienced candidates.

3. (a) Number of vacancies for which this requisition is being sent:

CATEGORY	PERMANENT	TEMPORARY	TOTAL
(i) Scheduled Caste			
(ii) Scheduled Tribe			
(iii) Other Backward Class			
(iv) Unreserved			
(v) Economically Weaker Section			
(vi) Persons with Benchmark Disabilities			
Total of (i) to (vi)			

3. (a)(a)

Category	Fresh Vacancy	Backlog Vacancy	Total
Person with Benchmark Disability			

(b) Whether vacancy/vacancies has/have been identified as suitable to be filled by *Persons with Benchmark Disabilities*:

Sl. No.	Disability Category	Sub-category of disability permissible
(i)	Blindness and Low vision	
(ii)	Deaf and Hard of hearing	
(iii)	Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.	
(iv)	Autism, Intellectual Disability, Specific Learning Disability and Mental illness;	
(v)	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness	
	Total:	

(c) How did the vacancies arise?

(d) Has the Screening Committee cleared the vacancy(-ies) as per DOP&T OM No. 2/8/2001-PIC dt. 16.05.2001?

(e) Has the reservation for SC, ST, OBC and EWS been worked out on the basis of general principles as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.97, and the newly recast group wise post-based reservation roster register as mentioned in Para 6 of DOP&T OM No. 36039/1/2019-Estt(Res) dated 31.01.2019?

(f) Have the vacancies reserved for persons with benchmark disabilities been worked out on the basis of 100 point vacancy roster as per DoP&T's O.M. No. 36035/02/2017-Estt(Res) dated 15/01/2018?

4. (a) If the vacancy/vacancies is/are Permanent/Temporary, on what basis is it/are these to be filled up (strike out appropriately).

(b) If the vacancy/vacancies is/are temporary, whether these will exist for more than three years, in terms of the M/o Home Affairs OM No.F.2/4/67-Estt.(B) dated 08.06.67.

5. Whether there is litigation underway/ pending in any Court of Law in respect of post(s) being presently requisitioned.

(a) If so, state the present status of the case with OA No./CWP No./SLP No. etc. A copy of directions received from the Court of Law, if any may be enclosed with the requisition.

(b) Also state the effect such a Court case may have on the present requisition.

Note: Details of court case(s), if any, arising after sending the requisition and the effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail.

6. Have Recruitment Rules for the posts been approved by the UPSC?

(a) If so, state the reference number & date of the Commission letter and enclose an updated and authenticated copy of the rules. An attested and authenticated copy of notified RRs containing G.S.R. No., alongwith the latest amendments, if any, must be enclosed with the requisition.

(b) If not enclosed, give the reason(s).

(c) Please state if a reference for amendment/revision of the Recruitment Rules has been made to the Commission. If so, state Ministry/Department's letter number and date.

7. Whether the notified Recruitment Rules referred to in Para 6 (a) to (c) are more than five (5) years old as of now.

(a)(1) If these rules were got reviewed, state the reference number and date of the proposal sent to the Commission.

(a)(2) If not reviewed, state the reason(s).

(a)(3) whether the post(s) now requisitioned is/are to be advertised/filled up on the basis of the existing Recruitment Rules, which are more than five years old.

(b)(1) Whether the post(s) now requisitioned was/were ever upgraded after the notification of the existing Recruitment Rules.

(b)(2) If so, state the reference and date of the Ministry/Department letter to the Commission. State the G.S.R. No. & date of the notification.

(b)(3) If the Commission was not approached, state the reason.

8. Please state whether the present vacancy or vacancies come under the direct recruitment quota.

9.(a) If Recruitment Rules provide for other modes, please state what action was taken and the reference and date of the communication from UPSC.

(b) If the present requisition for direct recruitment is on account of some other method of recruitment having failed, State the reference number & date of the Commission advice to the Ministry/Department to resort to direct recruitment.

10. Qualification(s)

(a) Essential :

(b) Desirable :

(c) Experience :

11. Age limit(s) and the permissible relaxation for Central Govt. Employees/SC/ST/ OBC/ Persons with Benchmark Disabilities etc.

12. Period of Probation.

13. Duties in brief

(Be precise write in not more than 40 words)

14. Place(s) where the officer(s) will be required to serve.

15. Whether the benefit of added years of service, admissible under Rule 30 of the CCS (Pension) Rules, is applicable.

16. Any other requirement or conditions not covered above.

17. If direct recruitment was made earlier for identical posts, state the reference and date of the latest communication from the Commission.

18. Name, address & telephone number of the Ministry Representative with whom these proposals may be discussed.

19. *It is certified that:

(a) the requirements of "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark Disabilities including Ministry of Social Justice and Empowerment Notification No. 38-16/2020-DD-III dated 4th January, 2021 and Notification No. 30-12/2020-DD-III dated 24th August, 2022 has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. _____ of cycle no. _____ of 100 point reservation roster out of which _____ number of vacancies are reserved for persons with benchmark disabilities, and

*i) the post of _____ under this requisition has been identified as being suitable or being manned by *persons with benchmark disabilities*. Vacancies reserved for the *persons with benchmark disabilities* have been suitably shown in the vacancy proforma.

OR

*ii) the post of _____ under this requisition has been identified as being suitable to be manned by *persons with benchmark disabilities*. None of the proposed vacancies is earmarked as reserved for the *persons with benchmark disabilities* (i.e. Post is suitable but not Reserved for *persons with benchmark disabilities*).

OR

*iii) the post of _____ being requisitioned has not been identified as being suitable to be manned by *persons with benchmark disabilities* (i.e. Post is not suitable and thus not Reserved for persons with benchmark disabilities).

OR

*iv) the agency for which this requisition _____ is being sent, is exempt from the provision of Section 34 of *The Rights of Persons With Disabilities Act, 2016* which is notified vide Gazette Notification No.

(b) The indent is being placed after scrutiny of all Direct Recruitment vacancies and enforcing the reduction as per procedure given in the DOP&T OM No. 2/8/2001-PIC, dated 16.05.2001

(c) No Objection Certificates have been obtained from the Surplus Cell of the DOP&T (now designated as Division of Retraining and Redeployment) and the Director General (Resettlement), M/O Defence, and are placed as annexure to this indent.

(d) All required formalities prior to placing the indent have been completed.

(e) The requisition has been seen by Joint Secretary/Additional Secretary concerned (Name and designation be given) and is being sent with his/her approval.

(*Strike out the clauses that are not applicable)

Signature of the Officer authorized to send the requisition

Name & Designation

Telephone No.:

Place:

Date:

Requisition for Recruitment by Selection-Check-List

Sl. No.	Information to be provided	Item No.	Yes/No
1.	Whether the requisition has been submitted in the prescribed proforma?		Yes/No
2.	Whether requisition has been signed in original showing the name, designation and telephone number of the requisitioning authority?		Yes/No
3.	Whether the Requisitioning Authority is empowered by the Administrative Ministry/Department to place the Requisition with the UPSC directly?	1	Yes/No
4.	If yes, whether the relevant document/order has been enclosed?	1	Yes/No
5.	Whether brief particulars of the post have been given in the required format about designation, pay scale & total Emoluments (excluding HRA & CCA), Group & Service Cadre and total number of posts sanctioned (permanent and temporary) have been indicated as per Recruitment Rules?	2	Yes/No
6.	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included as per MHA OM No. 9/21/68-RPS dated 10.06.1969 read with OM. No. 23/38/69-Estt (B) dated 13.03.1969 and subsequent amendments/instructions thereto/thereunder?	3	Yes/No
7.	Whether the reservation for SC, ST, OBC and EWS has been worked out on the basis of general principles for making and operating post-based reservation roster as laid down in the DOP&T OM No. 36012/2/96-Estt.(Res) dated 02.07.1997, and newly recast group wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, as mentioned in para 6 of DOP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019?	3	Yes/No
8.	Whether the requisition has been placed after scrutiny of all direct recruitment vacancies and enforcing the reduction as per procedure given in the DOP&T OM No. 2/8/2001-PIC, dated 16.05.2001, if the date of occurrence of vacancies is prior to 31.03.2009?	3	Yes/No

9.	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?	3	Yes/No
10.	Whether the requirements of the Rights of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with benchmark disabilities have been taken care of while sending this requisition?	3	Yes/No
11.	Whether the suitability and reservation for persons with benchmark disabilities has been considered/ worked out on the basis of DOP&T OM No. 36035/02/2017-Estt (Res) dated 15/01/2018, and have taken notice of amendments/reviews made from time to time by the Department of Empowerment of Persons with Disabilities (Ministry of Social Justice and Empowerment) in respect of identification of posts suitable for Persons with Benchmark Disabilities?	3	Yes/No
12.	If the vacancies are being requisitioned on temporary basis, whether such vacancies would exist for more than three years as per M/o Home Affairs OM No. F.2/4/67-Estt.(B) dated 08.06.1967 and subsequent amendments/ instructions thereto/thereunder?	4	Yes/No
13.	Whether the details of Court cases/litigation/decisions have been mentioned along with impact, if any?	5	Yes/No
14.	Whether it has been certified under NOTE that the details of court cases, if any, arising after sending the requisition and effect such court case(s) may have on the requisition sent shall be conveyed to the Commission immediately and without fail?	5	Yes/No
15.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification, review etc. have been mentioned completely?	6 & 7	Yes/No
16.	Whether certified copy of notified Recruitment Rules/ Service Rules has been enclosed?	6	Yes/No
17.	Whether the vacancies to be filled come under Direct Recruitment quota as per the notified Recruitment Rules?	8	Yes/No
18.	If the present requisition for direct recruitment is on account of some other method of recruitment having failed, whether the reference number and date of the Commission advice to the Ministry/Department to resort to direct recruitment has been indicated and a copy of the same has been enclosed?	9	Yes/No

19.	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?	10	Yes/No
20.	In case, the above indicated Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided in consultation with the Commission?	10	Yes/No
21.	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly in consultation with the Commission?	10	Yes/No
22.	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt. of India on the subject?	11	Yes/No
23.	In case, the Age relaxation under any Specific provisions/ Special circumstances/ Court orders have been indicated, whether the copies of notes/ correspondence/ decision obtaining prior concurrence of the DOP&T/ Home Ministry and prior consultation with the Commission have been enclosed?	11	Yes/No
24.	Whether the Period of Probation, Place of Posting and other details etc. are as per Notified Recruitment Rules/ Service Rules and extant instructions of Govt. of India on the subject?	12 & 14	Yes/No
25.	Whether duties have been indicated in brief not exceeding 40 words?	13	Yes/No
26.	Whether information on any other requirement or conditions not covered above has been given, if any?	16	Yes/No
27.	If promotion/Limited Competitive Departmental Examination is conducted by UPSC, whether vacancies for Persons with Benchmark Disability have been computed and reserved keeping in view the provisions made in DoP&T OM No. 36012/1/2020-Estt.(Res.-II), dated 17.05.2022 and OM of even no. dated 28.12.2023.	16	Yes/No
28.	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including in-fructuous case) has been indicated?	17	Yes/No

29.	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?	17	Yes/No
30.	Whether the name, address & telephone number of the Ministry's Representative with whom the proposal (s) is to be discussed has been indicated?	18	Yes/No
31.	Whether the clauses which are not applicable have been crossed?	19	Yes/No
32.	Whether No Objection Certificates have been obtained from the Surplus Cell of the DOP&T (now designated as Division of Retraining and Redeployment) and the Director General (Resettlement), M/O Defence, and placed as annexure to this requisition?	19	Yes/No
33.	Whether all required relevant certificates have been enclosed along with the requisition?	19 "	Yes/No
34.	Whether the name of the officer not below the level of Joint Secretary/Additional Secretary concerned, who has approved the requisition, has been indicated?	19	Yes/No

Annexure-I

Following details in respect of Suitability/ Reservation of the posts for Persons with Benchmark Disabilities (PwBDs) are to be given:

Note: As per Section 2 (r) of Persons with Disabilities Act, 2016, "Persons with benchmark disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measureable terms, as certified by the certifying authority. Further, post can be reserved for PwBDs only if the same is identified suitable for PwBDs of the relevant category.

A) Number of Vacancy: Horizontal Reservation

Horizontal Reservation			Permanent	Temporary	Total
Persons with Benchmark Disabilities (PwBDs)	(i)	Blindness and low vision			
	(ii)	Deaf and hard of hearing			
	(iii)	Locomotor Disability			
		including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.			
	(iv)	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;			
	(v)	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness			

ANNEXURE-II

B) Functional Requirements

Sl.	Functional Requirements	Yes/No
i)	S - Sitting	
ii)	ST - Standing	
iii)	W - Walking	
iv)	BN - Bending	
v)	CRL - Crawling	
vi)	CL - Climbing	
vii)	JU - Jumping	
viii)	L - Lifting	
ix)	KC - Kneeling & Crouching	
x)	RW - Reading & Writing	
xi)	MF - Manipulation by Fingers	
xii)	PP - Pulling and Pushing	
xiii)	SE - Seeing	
xiv)	C - Communication	
xv)	H - Hearing	
xvi)	SD - Spinal Deformity	without any associated neurological/ limb dysfunction.
xvii)	SI - Spinal Injury	

C) Functional Classifications

Sl No.	PwBD Category	PwBD Sub-Category			Suitability (Yes/No)	Reservation (Yes/No)	
i.	Locomotor	BL-Both legs affected but not arms					
	Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.	BA-Both arms affected		Impaired Reach			
				Weakness of Grip			
		OL- One leg affected (R or L)		Impaired Reach			
				Weakness of Grip			
				Ataxic			
		OA-One arm affected (R or L)		Impaired Reach			
				Weakness of Grip			
				Ataxic			
		BH-Stiff back and hips (cannot sit or stoop)					
		BLA- Both legs and both arms affected					
		BLOA - Both Legs and One Arm					
		OLA-One Leg and One Arm Affected		One Leg (R or L)	Impaired Reach		
					Weakness of Grip		
					Ataxic		
		One Arm (R or L)			Impaired Reach		
				Weakness of Grip			
				Ataxic			
		CP- Cerebral Palsy					
		LC- Leprosy Cured					
		DW- Dwarfism					
		AAV- Acid Attack Victims					
		MDY- Muscular Dystrophy					
		SD - Spinal Deformity		Without any associated neurological/ limb dysfunction.			
		SI - Spinal Injury					
ii.	Blindness and Low Vision	B-Blind					
		LV-Low Vision					
iii.	Deaf and Hard of Hearing	D- Deaf					
		HH- Hard of Hearing					
iv.	Autism,	ASD - Autism Spectrum Disorder (M = Mild, MoD = Moderate)					
	Intellectual Disability,	ID - Intellectual Disability					
	Specific Learning Disability and	SLD-Specific Learning Disability					
	Mental Illness:	MI - Mental Illness					

Contd.....

Sl No.	PwBD Category	PwBD Sub-Category	Suitability (Yes/No)	Reservation (Yes/No)
v.	Multiple Disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness	MD - Multiple Disabilities		

Post Description	
Pay Scale	
Age	AGE: Not exceeding _____ years as on normal closing date. Not exceeding _____ years for Scheduled Castes and Scheduled Tribes candidates as on normal closing date in respect of the vacancies reserved for them. Not exceeding _____ years for Other Backward Classes candidates as on normal closing date in respect of the vacancies reserved for them. Relaxable for regularly appointed Central/U.T. Government Servant upto Five years as per instructions/orders issued by Govt. of India from time to time. For age concession applicable to some other categories of applicants, please see relevant paras of the Instructions and Additional Information to Candidates for Recruitment by Selection.
Essential Qualifications	A. EDUCATIONAL: B. EXPERIENCE:
Desirable Qualifications	
Duty	
Probation	
Head Quarter	
Other Details	
Any Other Conditions	

NOT TO BE ADVERTISED

i) Date of receipt of Requisition/Final
Clarification from Ministry/Department (if any) :

ii) Date of approval of IFC

ADVERTISEMENT DETAILS

Post								
Organisation								
Department								
Ministry								
No. of Post	Gen	EWS	OBC	SC	ST	Total	Persons with Benchmark Disabilities (PwBDs)	
							(a)	(b) (c) (d) & (e)

Persons with Benchmark Disabilities (PwBDs)* - Horizontal Reservation

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.
- (d) Autism, intellectual disability, specific learning disability and mental illness;
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

Recruitment Case

Advt. No.	Reference No.	Advt. Date (Opening Date)	Year of Recruitment	Closing Date (Application Online)	Closing Date (Document's Upload)

1. PwBDs Suitability: 40%				
2. PwBDs Reservation: 40%				
Sl No.	PwBDs Type	PwBD Type	Suitability (Y/N)	Reservation (Y/N)
(a)	Blindness and Low Vision	B- Blind LV- Low Vision		
(b)	Deaf and Hard of Hearing	D- Deaf HH- Hard of Hearing		
(c)	Locomotor Disability including: Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any associated neurological/limb dysfunction.	BL- Both legs affected but not arms BA- Both arms affected OL- One leg affected (R or L) OA- One arm affected (R or L) BH- Stiff back and hips (can not sit or stoop) BLA- Both legs and both arms affected OLA- One leg and One arm affected BLOA - Both Legs and One Arm CP- Cerebral Palsy LC- Leprosy Cured DW- Dwarfism AAV- Acid Attack Victims MDY- Muscular Dystrophy		
		SD - Spinal Deformity	without any associated neurological/limb dysfunction	
		SI - Spinal Injury		
(d)	(i) Autism, Intellectual Disability, Specific Learning Disability, Mental Illness	ASD- Autism Spectrum Disorder (M=Mild, MoD=Moderate) ID- Intellectual Disability SLD- Specific Learning Disability MI- Mental Illness		
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness	MD - Multiple Disabilities		

3. Age limit for different Categories (in years)

Category Name	Maximum Age
GEN	
EWS	
OBC	
SC	
ST	
PH	
Lower Age Limit for all categories : 18	

4. Age Relaxation for Additional Govt Departments

Additional Department for Age Relaxation	<ul style="list-style-type: none"> • Municipal Corporation of Delhi • Delhi Jal Board • NDMC • Other State Governments
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5. Educational Qualification

Instructions Message to the Candidates	Kindly note the Educational Qualification for the post -
Dynamic Warning to the Candidates	

6. Professional Registration

Registration/Enrolment/Membership	Requirement Type
<ul style="list-style-type: none"> • Allopathy • Ayurveda/Unani • Homeopathy • Architecture • Law • Veterinary Council of India • Dental • Chartered Accountants/ Company Secretaries 	Essential/Desirable
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

7. Language	
Language	Requirement Type
Instructions Message to the Candidates	Essential/Desirable
Dynamic Warning to the Candidates	

8. Publication		
Min. No. of Publication	Nature/Subject of Publication	Requirement Type
		Essential/Desirable
Instructions Message to the Candidates		
Dynamic Warning to the Candidates		

9. NET	
Net Qualification Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

10. GATE	
GATE Qualification Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

11. CONFERENCE	
Conference Type	
National	Essential/Desirable
International	Essential/Desirable
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

12. Internship	
Internship Type	
Essential/Desirable	
Instructions Message to the Candidates	
Dynamic Warning to the Candidates	

13. Experience	
Total Length of Experience	• Years
Requirement Type	Essential/Desirable
Experience Category	<ul style="list-style-type: none"> • General • Experience Acquired During DNB/DM/M.Ch. Course • Experience as practicing Advocates
Instructions Message to the Candidates	Kindly fill your practical experience details in the following fields only:-
Dynamic Warning to the Candidates	

14. Desirable Qualification	
Requirement/Type/Declaration	Essential/Desirable
Instructions Message to the Candidates	Kindly note the Desirable Qualification for the post:-
Dynamic Warning to the Candidates	

15. Recruitment Test Centres	
If there is Pre Recruitment Test, the Centres will be decided by the Commission	
Two choices from a list of fifteen Centres*	
Centre Name:	
(Bhopal, Chennai, Delhi, Dispur, Jammu, Kolkata, Lucknow, Nagpur, Port Blair, Ahmadabad, Jaipur, Kochi, Mumbai, Ranchi and Visakhapatnam)	
If there is Post Recruitment Test, the Centres will be decided by the ORA Cell of the Commission	