

VACANCY REGISTER

1986 1987 1988 ETC.

1. Total number of vacancies arising during the year

2. **BY DIRECT RECRUITMENT**

i. No. of vacancies to be filled –

- (a) Vacancies of the year (as per quota prescribed) –
- (b) Vacancies of the previous year(s) brought forward -
- (c) Total -

ii. No. of vacancies actually filled –

iii. No. of vacancies carried forward -

3. **BY PROMOTION**

(i) No. of vacancies to be filled -

- (a) Vacancies of the year (as per quota prescribed) -
- (b) Vacancies of previous year(s) brought forward -
- (c) Total -

(ii) No. of Vacancies actually filled –

(iii) No. of vacancies carried forward -

Note : 1. The methods of recruitment mentioned above are only illustrative; those prescribed in the relevant recruitment rules will be reflected in this Register.

2. In the cadres in which the yearly vacancies are sufficient in number to be amenable for division as per the prescribed quotas, it is considered that maintenance of this Register alone will be adequate. In smaller cadres, however, where the number of vacancies arising is somewhat occasional and one or two in a year, the appointing authorities may have to maintain the recruitment roster, as at present, to be clear about the method under which a particular vacancy has to be filled.

PROFORMA

1. Name
2. Date of birth
3. Date of retirement under Central/State Govt. Rules
4. Educational qualifications.
5. Whether Educational qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.

Qualifications Required.

Qualifications possessed by the Officer.

Essential: (1)
(2)
(3)

Desired: (1)
(2)

6. Present post held, date from which held and the scale of pay and pay therein.
7. Experience in the subject field of selection.
8. Details of Service.
 - (1) Name of post & Employer
 - (2) From to
 - (3) Scale of pay
 - (4) Nature of appointment, i.e. whether ad-hoc or regular.
 - (5) Nature of duties performed
9. Whether belongs to SC/ST
10. Remarks

Countersigned

Signature of the Candidate

(Employer)