

**FORMAT FOR SENDING REQUISITION FOR DIRECT RECRUITMENT TO THE BOARD**

1. Name of the Department : \_\_\_\_\_
2. Name of post to be filled up by direct recruitment : \_\_\_\_\_
3. Level in the pay matrix of the post(s) to be filled up : \_\_\_\_\_
4. Number of post(s) to be filled up by direct recruitment : \_\_\_\_\_
5. (1) Number of post(s), if any, reserved for persons with benchmarked disabilities within the number of post(s) mentioned at Sl. No. (4) : \_\_\_\_\_
- (2) Number of post(s) reserved for different category of disabilities within the number of post(s) specified at Sl. No. 5(1) *(The number of post(s) should be mentioned category wise and the category of disability shall be as per the categories specified in sub-section (1) of section 34 of the RPwD Act, 2016)*
  - (a) blindness and low vision : \_\_\_\_\_
  - (b) deaf and hard of hearing : \_\_\_\_\_
  - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy : \_\_\_\_\_
  - (d) autism, intellectual disability, specific learning disability and mental illness : \_\_\_\_\_
  - (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness : \_\_\_\_\_
- (3) Number of post(s), if any, reserved for ex-servicemen within the number of post(s) mentioned at Sl. No. (4) : \_\_\_\_\_
6. Nature of recruitment for the vacancies to be filled up *(Whether regular, contract, work-charged, co-terminus or muster roll)* : \_\_\_\_\_

7. Vacancy year of the posts to be filled up : \_\_\_\_\_
8. Give reason(s) of vacancies : \_\_\_\_\_
9. Name of the recruitment rules to be used for direct recruitment : \_\_\_\_\_  
*(Enclose a copy of the relevant recruitment rules. The recruitment rules in force on the date of occurrence of the vacancies to be filled up should be applied for recruitment)*
10. Educational and other qualifications prescribed for direct recruitment as per the relevant recruitment rules : \_\_\_\_\_
11. Age limit for direct recruitment : \_\_\_\_\_
12. Enclose roster, duly certified by a Gazetted officer, of the posts proposed to be filled up in case there are more than one method of recruitment prescribed in the recruitment rules : \_\_\_\_\_
13. Whether or not approval of the Competent Authority obtained for filling up of posts by direct recruitment? : \_\_\_\_\_
14. Any other relevant remarks : \_\_\_\_\_

Date: \_\_\_\_\_

(Name and signature of Officer sending the proposal)