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No.41019/18/97-Estt(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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New Delhi, dated 13<sup>th</sup> June, 2000.

OFFICE MEMORANDUM

Sub: Operation of reserve panels prepared on the basis of selections made by UPSC, Staff Selection Commission, other recruiting agencies and where selections are made by Ministries /Department etc. – acceptance of recommendations of Fifth Central Pay Commission - regarding.

O.M. No.  
39021/18/84  
-Estt.(B) dt.  
20.11.85

O.M. No.  
39021/18/84  
-Estt.(B) dt.  
14.5.87

O.M. No.  
39036/6/88-  
Estt.(B) dt.  
18.1.90

The undersigned is directed to invite attention to this Department's Office Memorandum quoted in the margin and to say that in terms of these Office Memorandum, it was informed that the Union Public Service Commission, wherever possible, maintains a reserve panel of candidates found suitable on the basis of selections made by them for appointment on direct recruitment, transfer on deputation, transfer basis and the reserve panel is operated by the UPSC on a request received from the Ministry/Department concerned when the candidate recommended by the UPSC either does not join, thereby causing a replacement vacancy or he joins but resigns or dies **within six months** of his joining. Ministries/Departments were advised that whenever such a contingency arises, they should first approach the UPSC for nomination of a candidate from the reserve panel, if any. The recruitment process be treated as completed only after hearing from the UPSC and the Ministry/Department concerned may resort to any alternative method of recruitment to fill up the vacancy thereafter.

2. The Fifth Central Pay Commission, in para 17.11 of its Report, has recommended that with a view to reduce delay in filling up of the posts, vacancies resulting from resignation or death of an incumbent **within one year** of his appointment should be filled immediately by the candidate from the reserve panel, if a fresh panel is not available by then. Such a vacancy should not be treated as a fresh vacancy. This recommendation has been examined in consultation with the UPSC and it has been decided that in future, where a selection has been made through UPSC, a request for nomination from the reserve list, if any, may be made to the UPSC in the event of occurrence of a vacancy caused by non-joining of the candidate within the stipulated time allowed for joining the post or where a candidate joins but he resigns or dies **within a period of one year** from the date of his joining, if a fresh panel is not available by then. Such a vacancy should not be treated as fresh vacancy.

3. It has also been decided that where selections for posts under the Central Government are made through other recruiting agencies such as Staff Selection Commission or by the Ministries/Departments directly and the reserve panels are similarly prepared, the procedure for operation of reserve panels maintained by UPSC as described in para 2 above will also be applicable for the reserve panels maintained by the other recruiting agencies/authorities.

*Harinder Singh*

(Harinder Singh)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

No. 41019/18/97-Estt (B)

New Delhi, dated the 13<sup>th</sup> June, 2000.

1. Comptroller and Auditor General of India
2. Rajya Sabha/Lok Sabha Secretariat
3. All Union Territory Administrations
4. UPSC
5. SSC
6. All attached and subordinate offices under the Department of Personnel and Training
7. CBEC/CBDT
8. Commissioner for SC/ST