

REQUISITION AND ADVERTISEMENT

CHAPTER--II

REQUISITIONS AND PUBLICATION OF ADVERTISEMENTS

PART-A - HANDLING OF REQUISITIONS

3. **General.** In order to facilitate planning, avoid bottlenecks and conduct the recruitment process in an orderly and systematic manner, the Commission promulgates a schedule of posts falling within its purview from time to time. Requisitions for recruitment to the posts are accordingly received at the Commission from the Departments or autonomous bodies on the prescribed form as given in these regulations.

4. **Submission of schedule of requisition.** (1) The Department or autonomous body, as far as possible, shall adhere to the following schedule for submission of requisitions to the Commission:-

- (a) Requisitions for Combined Competitive Examinations (Executive Cadre) should be received at the Head Office by 31st March of each calendar year to enable the Commission to hold a written examination within the same year.
- (b) Requisitions for Combined Examinations (Engineering Cadre) shall be received at the head office of the Commission from 1st January to 30th April each year.
- (c) For other post(s), the Departments should forward the requisitions from 1st January to 31st May each year enabling the Commission to plan the workload.

(2) The requisitions sent to the Commission during the periods other than specified under sub-regulation (1) above, may be considered subject to evaluation of the workload and pendency of earlier requisitions by the Chairperson.

5. **Anomalous requisitions.** The requisition outside the mandate of the Commission would not be accepted. Government may, however, in exceptional circumstances only assign such extraordinary tasks in the interest of good governance, after prior consultation with the Commission. The Commission shall assess the negative impact of such task(s) on its normal workload and shall apprise the Government accordingly. To avoid adverse effects on Commission's normal operations, supplementary financial and personnel assistance may be demanded from the Government.

6. **Requisition signing authority.** The Secretary of the Department shall sign all the requisitions forwarded to the Commission.

7. **Documents attached to the requisitions.** Requisitions forwarded by Administrative Department must have attached thereto -

- (a) a copy of the Notification of the recruitment / service rules relevant to the post (s);
- (b) description of the Job as approved by the Administrative Secretary and issued from time to time;
- (c) job specification as per the notified recruitment / service rules;
- (d) written approval for increase/decrease in vacancies from Services General Administration & Coordination Department; and
- (e) a certificate of authenticity of the above mentioned documents duly signed by the Secretary of the Department.

8. **Receipt of requisition in the Commission.** The requisition(s) shall be sent by the Department within the periods specified in regulation 4, to be received in the office of the Secretary of the Commission. The requisition(s) so received will be processed in the following manner:-

- (a) Secretary shall forward the original requisition to the concerned Branch / Recruitment Section for scrutiny as specified in regulation 10.
- (b) The General Recruitment Section (GRS) of the Commission shall prepare the draft of the advertisement based on the approved requisition and obtain its' approval from the Chairperson through the Secretary.
- (c) Secretary shall have the approved advertisement published in leading local and national newspapers through the Information Department, Government of Sindh. A copy of the advertisement shall be endorsed to the Director, IT for hosting on Commission's web portal as well as to the Controller of Examinations for Planning.

9. **Record of received requisition in the concerned Branch.** The Deputy Director (DD), General Recruitment Section of the Commission shall keep separately, a detailed record of all requisitions in a Requisition Receipt Register maintained for the purpose. The record shall reflect the date of receipt in Commission, post(s) requisitioned, vacancies indicated, documents attached, dates of approval by the Secretary, date of submission of draft advertisement, and date of publication of the advertisement. The concerned officer-in-charge of the office must initial all entries in the register with the date.

10. **Scrutiny of requisition.** The Branch/Section-in-Charge shall scrutinize the requisition to verify that it conforms to the Recruitment / Service Rules and policy of Government or autonomous body regarding prevailing quota system and this process shall be completed as early as possible from its receipt in the Branch/Section. The following shall be the guidelines for Branch/Section-in-Charge to scrutinize the Requisition:-

- (a) to ensure that all columns are legibly filled in and requisition is signed by the Secretary of the Department;
- (b) to check the title of the post(s) and verify whether it is a permanent or temporary post and not an ad-hoc or contract appointment;
- (c) to examine the total number of vacancies and verify whether policy/law/rules of Government regarding maintaining of Rural/Urban Quota in the ratio of 60:40 respectively is being adhered by the Department or otherwise;
- (d) to confirm if the number of vacancies to be filled in are based on quota reserved for male and female, minorities and differently abled candidates or another special quota (if any), have been correctly calculated and indicated;
- (e) to ensure that a copy of notified Recruitment/Service Rules relevant to the post(s) has been attached; and
- (f) to apprise the Department or autonomous body if the requisition is found deficient and to rectify the defect at the earliest.

11. **Filling up of posts.** All posts requisitioned by the Departments shall be filled on merit as per urban/rural and male/female quota indicated in the requisition. In specific cases where Government has indicated Zonal/District/Regional allocation, the same shall be followed on a merit-based system. Allocation of vacancies for differently abled persons and minorities will be administered as per existing policy/rules of the Department.

PART-B - PUBLICATION OF ADVERTISEMENT

12. **Drafting of advertisement(s).** (1) The Controller of Examination (CE) will be responsible for drafting the advertisements for CCE/CE and DD, GRS for general recruitment for all other Departments respectively. The advertisement(s) shall be drafted based on data/information laid down in scrutinized requisition and processed as specified hereunder:-

- (a) The advertisement(s) is drafted in the standard format in Form. Brevity and conciseness are aimed to minimize costs.
- (b) It will be ensured that the advertisement is in conformity with the approved requisition and that no conditionality contrary to, or in conflict with the Recruitment Rules is incorporated.

(2) As far as practicable, the Secretary shall expedite the drafting of advertisement and seek the approval of the Chairperson for consolidated publication.

13. **Release of advertisement.** Post-approval of the Chairperson, the Secretary will be responsible to issue consolidated advertisements for the post(s), in the national/regional newspapers. As far as possible, the advertisements may be released for publication on Sunday in issues of widely circulated national and regional English, Urdu, and Sindhi newspapers by the Information Department. Concurrently, advertisements shall be uploaded by the Director, IT on the Commission's web portal.

14. **Contents of advertisement(s).** The consolidated advertisements will normally contain all relevant information about the post(s). They may include, not limited to the designation of the posts, accompanying scale, number of vacancies, eligibility criteria, required qualifications, experience (if any), maximum/minimum age limits, age relaxation permissible or not, quota, closing date/time for submission of online application, and payment of fee. The consolidated advertisement(s) may also include any other important information or requirement and further guidelines are included in the advertisement in Form.