

Recruitment by selection is made by any of the following methods:

(i) By interview only

(ii) By Recruitment Test (RT) followed by Interview:

Most of the recruitment is handled by Recruitment Branch by interview only. RT is generally resorted to when the number of posts is 15 or more and number of applicants is also high or when some skill or proficiency of the candidates is also to be assessed.

The recruitment process is set in motion once a requisition for filling up vacancies in the concerned Ministries/Departments is received in the Commission's Office. The main stages involved in the selection of candidates are as under:-

a) Receipt of requisition from the concerned Ministries/Departments for recruitment to a post, processing of the requisition, framing of advertisement and its publication.

b) Receipt of applications online from candidates

c) Scrutiny of applications received from candidates in response to the advertisement within the closing date.

d) Finalisation/ Shortlisting of the candidates to be called for interview.

e) Interview

f) Recommendation

The shortlisting is based on criteria fixed by the Commission. In the first instance, all the candidates who fulfil minimum eligibility in respect of age, educational qualifications and experience (wherever required) are short-listed. If this number is high and it is not possible to call all of them for interview, the Commission further shortlists the candidates on the basis of some suitable shortlisting criteria as may be fixed by the Commission. Though this may vary from case to case depending on merits, the Commission generally prefer to call candidates with higher experience in the relevant fields or candidates with higher educational qualification as the case may be. The purpose of shortlisting candidates is to restrict, to a reasonable limit, the

number of candidates to be called for interview keeping in view the number of posts available at a time, the number of candidates satisfying the Essential Qualifications and other conditions prescribed. In order to rationalise the time of the Interview Boards and also to reasonably restrict the number of candidates to be called for interview, a set of norms have been adopted with the approval of the Commission which are indicated below :

For one post	Up to 12 candidates
For 2-3 posts	Up to 24 candidates
For 4-6 posts	Up to 36 candidates
For 7-9 posts	Up to 48 candidates
For 10 posts and above	Up to 50 candidates or above (5 times the number of posts)

In bulk recruitment cases where there is a written test not more than 3 candidates who would be qualified on the basis of written test are called for interview for each post. This ratio would serve only as a general guideline and in each case decision is to be taken by the Commission depending upon the merits of the case.

After the candidates to be called for interview have been finalised, summon letters are sent to the candidates asking them to report to the Commission's Office for interview on the prescribed date and time. Once the interviews are over, steps are taken to finalise the Interview Board Report.

After the selection is approved by the Commission, the decision is conveyed to the Ministry/Department and also to the candidate/candidates recommended for appointment. The result is also published in the Employment News. A reserve list of candidates to the post is also maintained, wherever available, by the Commission to meet any contingency for replacement of selected candidates, if the need arises.