

Memorandum No S (B) 4-11638/60-2/PD dated 4-5-60 from Public (Services -----, department, Trivandrum.

Sub:- Public Services- recruitment through Public service Commission Particulars to be furnished – Instruction.

It is notices that appointing authorities do not furnish all the relevant particulars while intimating vacancies to the Public service Commission for selection of candidates. Failure to supply such informant results in a available correspondence and delay in filling up the candies. The Heads of Department and other appointing authorities are, therefore informed that in future information as in the enclosed Performa should invariably be supplied to the Commission when the advice of the Commission is sought for filling up vacancies.

Sd/-Chief Secretary to Go.

PROFORMA.

1. Designation of the post with Scale of Pay.
2. Name of the Service to which the post belongs (as classified under Kerala Civil Services (Classification, Control and Appeal) Rules 1960
3. Method of recruitment i.e. By direct recruitment.

Or

Transfer (the- feeder category or categories should be specified wherever possible).

4. The rules or order of Government if any, prescribing either of the methods under 3 above in respect of the post (the number and date of the Government order or the Service rule to be quoted)
 5. Qualifications prescribed for each method of recruitment including qualifications regarding age.
 6. The rules or orders of Government, if any, prescribing the qualifications under item 5 above in respect of the post (No. and date of the Government order or rules to be quoted).
 7. No. of vacancies.
 8. Probable duration of the vacancies.
 9. Designation of the appointing authority.
 10. Other points if any.
-

Endt. On F.Dis (E4) 14837/60 dated 7-5-60.

Copy to all sub offices for information and strict guidance,
Copy to E1. E2 E3 and E5 and E5.6124/59 for necessary action.

M. Thillanayagom Pillai
For Chief Conservator of forests.

Chief of Conservator Office,
Trivandrum.

Forwarded/By Order,

Sd/-
Superintendent.

End or Segment on L.Dis. 1457/60 dated 17-11-60.

Copy to Circular file Hook and Stock file.
Copy to fail no. CA3.753/59.

Sd/- G. Moni
Divl. Forest Officer

True Copy/By Order,