

GOVERNMENT OF KERALA
General Administration (Service D) Department
C I R C U L A R

No. 127135/SD4/82/GAD

Dated, Trivandrum, 25th January, 1983

Sub: Public Services – Recruitment through Public Service Commission – Assessing reporting of vacancies in the Departments – To the Public Service Commission – Instruction issued.

- Ref:**
1. G.O.MS. 11271/PD dated 22.4.1981
 2. G.O.Ms. 232/71/Pd dated 12.8.1971
 3. G.O.Ms.206/77/GAD dated 25.6.1977
 4. Circular No. 1695/SD4/78/Gad dated 17.6.1978
 5. Circular No. 43374/SD4/80/GAD dated 29-5-1980

Government in the G.O. first cited as modified in the G.O. third cited have ordered that all vacancies are likely to continue beyond 3 months should be reported immediately to the Public Service Commission/District Recruitments Board for regular selection and that provisional appointments should be resorted to only if intimation is received from Public Service Commission/District Recruitment Board that candidates are not available for regular appointments. In the G.O. second cited it is ordered that the appointing authorities should be reported to the Public Service Commission the vacancies estimated for one year in each category of posts separately by the first June every year. If no vacancies are anticipated a 'Nil' report should invariably be submitted. It was also ordered there in that once the vacancies were reported to the Commission; they should be neither cancelled nor reduced. In the circular 4th cited the above orders were reintegrated and the appointing authorities were informed that they should follow these orders strictly and that they will be held personally responsible for the delay in finalization of the selections by the Public Service Commission due to their failure to report the anticipated vacancies in each category of posts separately to the Commission before the stipulated date. In the last circular cited all the appointing authorities were directed to report to the Public Service Commission all the vacancies on the last day of validity of select list including vacancies on account of leave and deputation with a duration of six months and above and also such vacancies for period between 3 months, and six months, if the appointing authority is satisfied that new vacancies are likely to arise in the meanwhile and the persons appointed will not be thrown out of service.

In spite of all the above instructions, such delay is experienced in the process of appointment through the Public Service Commission to Public Services. Most of the departments are found to be negligent in the matter of making a realistic assessment well in advance, of the number of vacancies that would arise in particular year and making proposals to the Public Service Commission for recruitment to these vacancies.

In the circumstances, Government direct that all Heads of Departments/Appointing authorities will systematically make an advance assessment of the likely vacancies in their Departments in the following year and make proposals for recruitment to the Public Service Commission as ordered in the Government Order third cited. After making such proposals, the Heads of Departments and the secretaries to Government of the concerned Administrative Departments should remind the Public Service Commission regularly for prompt recruitment of candidates to fill up the vacancies.

R. Gopalswamy
Chief Secretary to Government

To

All Heads of Departments and Offices
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Endt. On E3. 41176/83 (L.Dis) dt. 7.11.1983

Copy to all Sub. Officers for strict compliance
Copy to all seats in section/stock file

Sd/-

For Chief Conservator of Forests

Endt. On E1. 13337/83 L.Dis Dt. 21.12.1983

Copy to E2 & E3 section
Copy to Stock file/Conservator of Forests

For Conservator of Forests

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