भारत सरकार
कर्मचारी चयन आयोग
कार्मिक लोक शिकायत और पेंशन मंत्रालय
प्रतिष्ठा भवन, ओल्ड सी। जी। ओ। बिल्डिंग
महर्षि कर्वे रोड, मुंबई - 400 020

Government of India
Staff Selection Commission (WR)
Ministry of Personnel, Public Grievances & Pensions,
Pratishtha Bhavan, Old C.G.O. Building,
Maharshi Karve Road, Mumbai – 400 020

F. No. 008/CGLE2017/Nom/SSC(WR)/
Dated: 13/02/2020

To,

All User Departments

Sub: Timely action on pre-appointment formalities and issue of offer of appointment to selected candidates of all SSC Exams – reg.

Offer of appointment to the candidates nominated by SSC(WR) should be issued within the prescribed time period of **three months from the date of nomination** stated in **DoP&T's OM No. 39011/2/2002-Estt(B) dated 25.09.2006.**

2. In this regard, kindly note that **the pre-appointment formalities** have to be initiated within the time prescribed in this OM. It is stated therein that **within 10 days of receipt of the nomination letter** and dossiers, action must be initiated for, medical examination and verification of character and antecedents. Further, **DoP&T OM No. 18011/2(s)/2016-Estt. (B)(i) dated 29.06.2016**, clearly states that the issue of appointment **should NOT be withheld** for want of completion of verification of character and antecedents. The appointing authorities are required to issue **provisional** appointment letters after obtaining self-attested and self declaration form from the candidates. The procedure for verification is also discussed in detail in the **DoP&T OM No. 18011/2(s)/2016-Estt. (B)(i) dated 29.06.2016**.

3. User Departments are also requested to send a copy of offer of appointment letter issued by your office to the candidates via e-mail to this office i.e. rdsscwr@gmail.com and sscnomwr@gmail.com .

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(Dr. (Smt.) Vani Anand Singh)
Regional Director, SSC (WR)

(3)

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SECRET

No. 18011/2(s)/2016-Estt. (B)(i)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001
Dated: 28th June, 2016

Office Memorandum

Subject: Attestation form for verification of character and antecedents prior to appointment in Government service - regarding.

A large numbers of officials are appointed to civil services and posts under the Government of India through transparent selection process conducted by various recruiting agencies like UPSC, SSC etc. As per existing policy, the appointing authorities undertake an exercise of verification of the character and antecedents o the successful candidates before issuing the formal appointment order.

2. It is observed that the process of verification of character & antecedents often takes two to six months time, which results in undue delay in issue of appointmer orders and consequent filling up of the post.

3. Government of India is committed to good governance which is citizen-centric The overall vision of the Government of India is minimum Governmen and maximur governance. To achieve this vision, it has been decided to have reform in the policy prior character verification through partial modification of O.M N 18011/9(s)/7 Estt.(B) dated 2nd July, 1982. The other guiding principles, criteria and procedures w remain unchanged. It has been decided that now the verification of character antecedents will be carried out, but the issue of appointment letters need not b withheld pending such verification. The appointing authorities will issue provision appointment letters after obtaining the attestation form and self declaration from th candidate. The candidate along with the details of attestation form will also submit th self-declaration certifying that all facts and details given in the form are corre Accordingly, the attestation form has been revised and enclosed as Annexure.

4. In the provisional appointment letter, it will be clearly mentioned that in ca character & antecedents of the candidate is found not verified or any false informati is given by the candidate in his/her self-declaration, the provisional appointment let will be cancelled forthwith and other criminal/ legal action will also be taken, as consequence.

5. The exercise of the verification of character & antecedents should be carr out in six months time. Once the verification report is received and there are objections on the facts given by the candidate, the provisional appointment letter

of action will be taken:

(a) The appointing authority will refer the matter to Director General Police of the concerned State asking to provide the verification report in three months.

(b) If the report is still not received, then the Union Home Ministry will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation on the provisional appointment letter is taken.

7. Since the candidate will submit the self declaration, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any Government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of Indian Penal Code(IPC) etc. as deemed fit.

8. In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered particularly necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by DOP&T after a reference is submitted by administrative Ministries giving full justification.

Encl: As above

Sumita Singh

(Sumita Singh)
Deputy Secretary to the Government of India

To

Secretaries of All Ministries/Departments of Government of India

No.39011/2/2002-Estt.(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 25th September, 2006.

OFFICE MEMORANDUM

Subject: Inordinate delays in issuing offers of appointment to the candidates nominated by the Staff Selection Commission to the User Departments – regarding.

The Staff Selection Commission (SSC) conducts open examination for recruitment to the various categories of Group 'B' and Group 'C' posts in the Ministries/Departments of Government of India and their attached and sub-ordinate offices. Inordinate delays in issuing offer of appointments to the candidates nominated by the Staff Selection Commission to the User Departments however, have been occurring repeatedly. It is emphasized that nominations by the Staff Selection Commission of the successful candidates is the last stage of the recruitment process. After nomination of the successful candidates to the User Departments, it becomes the duty of the User Departments to issue offer of appointments to the candidates after completing the pre-appointment formalities within a stipulated time.

2. It has been observed that many months are lost before offers of appointments are issued which invariably give rise to various representations/queries from the affected candidates. The matter has been considered, and it is felt that there is a need for proper and timely review of all such cases by the Secretary/Head of Department concerned. Attention is invited to Ministry of Home Affairs O.M. No.23/97/68-Estt.(B), dated 26.2.69 (copy enclosed for ready reference), in which a proforma for quarterly review of such cases of candidates recommended by the Union Public Service Commission to be submitted to the Secretary of the Ministry/Department concerned had been prescribed. All the Ministries/Departments are henceforth advised to ensure submission of the said quarterly reports to the Secretary/Head of the Department concerned for review of all cases of delay in issuing offers of appointment to candidates selected by the Staff Selection Commission.

3. Instructions have already been issued by this Department vide O.M. of even number dated 5.11.2002 to all Ministries/Departments of the Government of India to issue necessary letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter in case of those candidates recommended by the Union Public Service Commission. On the same lines, the Ministries/Departments are requested to issue necessary letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter from the Staff Selection Commission so that as far as possible, the offers of appointment could be issued to the candidates

recommended by the Commission within three months from the date of recommendation letter.

4. Ministries/Departments are also requested to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by the Staff Selection Commission are reduced to the minimum. These instructions may be brought to the notice of all concerned.

(C.B. Paliwal)
Joint Secretary (Establishment).
Tel.No.23094276.

To

All Ministries/Departments of Government of India
(As per standard mailing list).

No.39011/2/2002-Estt.(B) Dated September 25th, 2006.

Copy to:

1. Comptroller and Auditor General of India, 10, Bahadurshah Zaffar Marg, New Delhi.
2. President Secretariat/Vice-President Secretariat/Cabinet Secretariat/PMO.
3. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
4. Commissioner for SC/ST.
5. All Attached and subordinate offices under Department of Pesonnel and Training.
6. All Sections of Department of Personnel and Training.
7. CBEC/CBDT.
8. UPSC/SSC.
9. Estt. (B) Division (100 spare copies).

(Smt. Shubha Thakur)
Under Secretary to the Govt. of India.
Tel.No.23093846.