

OFFICE MEMORANDUM

25-10-94

SUBJECT:- Search Committee - Composition of

The undersigned is directed to say that for recruitment to certain scientific, technical and specialised posts, Search Committees are set up for locating persons with the requisite background, knowledge and experience. The primary object of the Search Committees is to assist the Government for preparing a list of suitable persons to enable the the right selection. Therefore, They have a vital role to play in the selection process.

2. There are guidelines laid down to regulate the operation of such Committees. There are however no instructions indicating the situations in which Search Committees should be appointed and what should be their composition.

3. This issue has been examined and it is considered desirable to issue instructions which will regulate the constitution and operation of Search Committees. Accordingly the following guidelines are hereby laid down for this purpose.

3.1 Situation in which a Search Committee may be constituted.

(i) A Search Committee can be constituted only for posts which do not fall within UPSC's purview. For posts which fall within UPSC's purview, recruitment has to be on the basis of the Commission's recommendations.

(ii) It is to be kept in mind that as a rule, appointments in Government are to be made on the basis of open advertisement. Therefore, proper advertisement of vacancies to be filled up by direct recruitment is an essential requirement. There may, however, be situations where advertisement itself may not result in adequate response for recruitment to similar posts which require specialised scientific/technical knowledge and experience. It is only in these situations that a Search Committee should normally be appointed to locate suitable persons with the desired qualifications and experience to augment the response to the advertisement. The Search Committees should be appointed only for sufficiently senior posts which require specialised scientific/technical knowledge and experience. It has been decided that Search Committees may be constituted where considered necessary only for posts of the level of Director (Rs.4500-5700) and above. Recruitment to posts below this level may be only through open advertisement. It may also be noted that the constitution of Search Committee cannot be a substitute for advertisement of posts and its role is only to supplement the recruitment effort through advertisement.

### 3.2. Composition of Search Committees.

While constituting a Search Committee, the following guidelines should be followed:-

- (i) The Search Committee should normally consist of not more than five members including the Chairman.
- (ii) The Search Committee should be chaired by the concerned Secretary. However, where it has been constituted for a Secretary level post, a senior and distinguished academician may be invited to chair the Search Committee.
- (iii) No person who is a recipient of grants/funding from the Ministry concerned or who is closely related to such a recipient should be invited to join the Search Committee.
- (iv) The composition should be well-balanced. The Committee should invariably include persons of appropriate standing having acknowledged expertise in the relevant field of relevant specialisation. At least half of such experts should be from outside the Department;
- (v) Where officers of Government, Autonomous bodies, PSUs etc. are nominated as members, they should be at least one level above the post to which recruitment is being made;
- (vi) It is noticed that in many cases the same experts are invited for years together. While it may not be possible to lay down a hard and fast rule as regards the period for which an expert may be asked to participate in such Committees, the tendency to rely on the same experts for long periods of time is to be avoided. Considering the rapid pace of advancement in research and obsolescence of technology, it is necessary to infuse fresh blood in such Committees in order that they may locate personnel who are engaged in research in frontiers of the relevant field;
- (vii) In some cases, the rules themselves prescribe search-cum-selection Committee(s). Usually the rules also lay down that the Committee should comprise a certain number of outside experts to be nominated by the Secretary. In such cases, it should be ensured that the composition is strictly as per rules. While selecting members of such Committees, the guidelines set out in the preceding paras should also be adhered to.

### 3.3. Approval of composition of Search Committee by DOPT

- (i) It has also been decided that the composition of Search Committees for posts of and above the SAG level (i.e. pay scale of Rs.5900-6700/7300) should be decided with the prior approval of Department of Personnel and Training.
- (ii) As regards other posts below SAG level, the composition of the Search Committee, wherever necessary, may continue to be decided by the Ministries/Departments themselves. However, it should be ensured that composition of such Committees is in conformity with the guidelines contained in para 3.2 above.


3.4 In future, all proposals sent to Establishment Officer for submission to A.C.C. for posts in the scale of Rs. Rs.5900-7300/- should be accompanied by a certificate certifying that the composition of Search Committee has the approval of the Department of Personnel and Training. In all other cases it should be certified that the constitution of the Search Committee is in conformity with the existing guidelines.

### 3.5 Application

(i) These instructions will, however, apply to future recruitments and not to the cases where a Search Committee has already been constituted and has commenced its activities.

(ii) These instructions may also be applied, mutatis/mutandis to autonomous bodies, funded wholly or partly by Government, in respect of appointments which are required to be made by or with the approval of Government of India.

4. All Ministries/Departments are also requested to forward to this Department a list of posts to which recruitment is made on the basis of a Search Committee. This list may be sent to this Department within a fortnight of the receipt of this O.M.

  
(Y.G. Parande)  
DIRECTOR.

To

All Ministries/Departments  
as per standard circulation

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