

Dated the 5th December 2003

OFFICE MEMORANDUM

Subject: Situations in which Search Committees can be formed: clarifications regarding

In the recent past instances have come to the notice of this Department where Search Committees have been constituted by certain Administrative Ministries for the purpose of recruitment to various civilian posts in the Government, as well as in the autonomous/statutory organizations (where the appointments are made by the Government or with the approval of the Government), without the approval of this Department and also without following the essential procedure of recruitment i.e., on the basis of an open advertisement as stipulated vide this Department's OM No. AB-14017/36/94-Estt.(RR) dated 25.10.1994. Consequently, instructions regarding composition of Search Committees and the situations in which they may be constituted are reiterated in the ensuing paragraphs for strict compliance by all concerned.

2. **Essential pre-requisites for the formation of Search Committees**

In accordance with the Guidelines of this Department, immediately after a post is created, the Recruitment Rules for the same should be framed if the post is likely to continue for one year or more. Needless to say, in the first instance, action to fill the post as per the provisions in the Recruitment Rules has to be initiated: the procedure of Search Committee cannot be a substitute for the normal recruitment process.

3. **Situations in which Search Committees may be constituted**

- (i) The post involved does not fall under the purview of the UPSC;
- (ii) Since, as a rule, appointments in Government are to be made on the basis of open advertisement, this requirement has to be followed in the first instance, without fail, and it is only in situations where advertisement may not result in adequate response, that a Search Committee should normally be constituted;

- (iii) Constitution of Search Committee cannot be a substitute for advertisement of posts and its role is only to supplement the recruitment effort through advertisements;
- (iv) Such Search Committees should be constituted only for sufficiently senior posts at the level of Director (in the scale of Rs. 14300-18300) or above, which require specialized scientific/technical knowledge and experience; and
- (v) The composition of the Search Committee needs to be approved by the Department of Personnel and Training in each case, if the post proposed to be filled by this procedure is in the scale of Rs. 18400-22400 or above.

4. These instructions are clarificatory in nature and the provisions of DoPT's OM No. AB-14017/36/94-Estt.(RR) dated 25.10.1994 (copy attached) should be strictly followed by all Administrative Ministries/Departments.

5. Hindi version will follow.



(Alok Saxena)
Director
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To

All Ministries/Departments of Government of India

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.
9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC (10 copies).
11. All Officers and Sections in the Department of Personnel & Training.
12. Secretary, Staff Side, National Council (JCM), 13-C, Feroz Shah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
15. Establishment (RR Division) (200 copies).