

No.14017/27/75 - Estt. (D) (Pt)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel & Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)

. . . .

New Delhi, the 7<sup>th</sup> March, 1984.

OFFICE MEMORANDUM

SUBJECT: Criteria for determining analogous posts.

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Whenever the recruitment rules for a post prescribe 'transfer on deputation/transfer' as a method of filling up the post, it generally contains an entry in column 12 of the standard form of schedule stating inter-alia that the transfer on deputation/transfer shall be made from the officers holding analogous posts under the Central/State Governments. This Department has been receiving references from various Ministries/Departments asking for the definition of the words 'analogous posts'. It has, therefore, been considered appropriate to lay down the following criteria for determining whether the posts in question could be treated as analogous to each other or not in so far as posts under the Central Government are concerned:-

- (i) Though the scales of pay of the two posts which are being compared may not be identical, they should be such as to be an extension of or a segment of each other, e.g. for a post carrying the pay scale of Rs.1200-1600, persons holding posts in the pay scale of Rs.1100-1600 will be eligible and for a post in the scale of Rs.1500-2000, persons working in posts carrying pay scales of Rs.1500-1800 and Rs.1800-2000.
- (ii) Both the posts should be falling in the same Group of posts as defined in the Department of Personnel and Administrative Reforms Notification No.21/2/74-Estt. (D) dated the 11th November, 1975.
- (iii) The levels of the responsibility and the duties of the two posts should also be comparable.
- (iv) (a) Where specific qualifications for transfer on deputation/transfer have not been prescribed, the qualifications and experience of the officers to be selected should be comparable to those

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prescribed for direct recruits to the post where direct recruitment has also been prescribed as one of the methods of appointment in the recruitment rules.

- (b) Where promotion is the method of filling up such posts, only those persons from other Departments may be brought on transfer on deputation whose qualifications and experience are comparable to those prescribed for direct recruitment for the feeder grade/post from which the promotion has been made.

2. As far as the posts under the State Governments, Public Undertakings, etc. are concerned, it is quite likely that even posts with identical designations may not have comparable scales of pay and they may also differ with reference to the extent and stage of merger of D.A. with pay. The levels in the hierarchy and the nature of duties, may not also be comparable. These posts may not also be classified into 4 groups as has been done under the Central Government. Taking these factors into consideration the selecting authorities may have to be guided more by the nature of duties performed by the candidates in their parent organisation vis-a-vis, those in the posts under selection, and qualifications and experience required for the post under the Central Government for making selection for appointments by transfer/deputation (including short-term contract) from outside the Central Government service. Since details of recruitment rules for the posts under State Government/Public Undertakings etc. may not be available, bio-data sheets, signed by the officers themselves and certified/countersigned by their employer indicating their qualifications, experience, assignments held in the past, contributions made by them in the field of research, publications to their credit and any other information which the officers might consider relevant for assessing their suitability for the post in question may be obtained in the proforma (enclosed) prescribed vide the Department of Personnel and A.R.'s O.M. No.39011/8/81-Estt. (B) dated the 18th July, 1981.

3. The Ministries/Departments are requested to keep the above guidelines in mind in examining the applications from officers holding analogous posts for making selection by the process of transfer on deputation transfer (including short-term contract).

  
(K.S.R. Krishna Rao)

Under Secretary to the Government of India  
Tele: 373180

To

All Ministries/Departments of the Govt. of India.

PROFORMA

- 1. Name
- 2. Date of birth
- 3. Date of retirement under Central/State Govt. Rules
- 4. Educational qualifications
- 5. Whether Educational qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.

Qualifications Required.

Qualifications possessed by the Officer:

- Essential: (1)
- (2)
- (3)

- Desired: (1)
- (2)

- 6. Present post held, date from which held and the scale of pay and pay therein.
- 7. Experience in the subject field of selection.

- 8. Details of Service.
  - (1) Name of post & Employer
  - (2) From                    to
  - (3) Scale of pay
  - (4) Nature of appointment, i.e. whether ad-hoc or regular.
  - (5) Nature of duties performed

9. Whether belongs to SC/ST

10. Remarks

Countersigned.  
  
(Employer)

Signature of the Candidate