

(Taken from the Hand Book on Recruitment Rules, published in 1996)

DP&AR O.M. No.-14017/5/83-Estt. (RR) dated 7-5-1984.

Subject :—Recruitment Rules for organised Services—  
Provisions regarding Probation.

The undersigned is directed to say that with a view to causing some uniformity in the provision relating to probation that need be included in the recruitment rules for organised Services, a set of rules framed in consultation with the Union Public Service Commission is enclosed. All the Ministries/Departments are requested to keep these in view, while framing/amending rules for organised Services.

*Model provisions of probation for inclusion in recruitment rules for organised Services.*

#### PROBATION

1. Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

2. On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in due course against the available substantive vacancies, as the case may be.
3. If, during the period of probation or any extension thereof, as the case may be, Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be.
4. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.
5. As regards other matters relating to probation, the members of the Service will be governed by the instructions issued by the Government in this regard from time to time.