

No. AB-14017/11/2004-Estt(RR)
Government of India
Ministry of Personnel P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi

Dated: 6th April, 2016

OFFICE MEMORANDUM

Subject: Setting up of Search Committees/Search-cum-Selection Committee.

The guidelines on constitution of Search Committees for posts in Government and Search-cum-Selection Committees for posts in autonomous organizations have been issued vide this Department's OM of even number dated 30th July, 2007 and amended vide OM of even number dated 21st October, 2015. As per the extant guidelines, the Ministries/Departments have to constitute the Search Committee/Search-cum-selection Committee as per the instructions contained in DoPT OM dated 30.7.2007 with the approval of their Minister-in-Charge and thereafter the composition of the Search-cum-Selection Committee needs to be approved by DoPT.

2. The proposal to simplify the procedure for approval of constitution of Search Committee/Search-cum-selection Committee is under consideration. In the meantime it has been decided that Ministries/Departments may submit their proposal for constitution of Search Committee/Search-cum-selection Committee through e-mail. The proposals may be sent to jsest@nic.in and dire1-dopt@nic.in. Concurrence to the proposal would be communicated to the Ministries/Departments in seven working days, through e-mail. While sending proposals, the Ministries/Departments may enclose the checklist as attached.

G. Jayanthi
(G. Jayanthi)
Director (E-1)

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
11. All Officers and Sections in the Department of Personnel
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM),
15. Ministry of Personnel, PG and Pensions
16. Establishment (RR Division) (20 copies)
17. NIC for uploading the OM on Department's website.

G. Jayanthi
(G. Jayanthi)
Director (E-1)

Check-List

Please confirm if :

1. The post for which the Search-cum-Selection Committee is being constituted is outside of the purview of UPSC.
2. The post is in Pay Band-4, Rs. 37400-67000/- with Grade Pay of Rs. 10000/- and above.
3. The Members who are being nominated to the Search-cum-Selection Committee are atleast one level above the post to which recruitment is being made.
4. The Committee consists of not more than 5 members including the Chairperson.
5. The Committee consists of Members having expertise in the relevant field of specialization. At least half the number of such experts should be from outside the Department.
6. The Composition has the approval of Minister-in-Charge of the Administrative Ministry/ Department.
7. Antecedents of the Experts who are being nominated to the Committee is enclosed .