

**CHAPTER-II**  
**PERSONNEL POLICIES**

**(C) Service Matters**

**6. Recruitment to posts in Public Sector Enterprises through National Employment**

**Service—issue of revised guidelines regarding.**

The undersigned is directed to say that the scheme of Employment Exchange procedure came under the judicial scrutiny of the Supreme Court in the case of Excise Superintendent, Malkapatnam Krishan District, Andhra Pradesh Vs. K.P.N. Visweshwara Rao & Others (1996 (6) SCALE 676). The Supreme Court, inter-alia, directed as follows:

“It should be mandatory for the requisitioning authority/establishment to intimate the employment exchange and employment exchange should sponsor the names of the candidates to the requisitioning Departments for selection strictly according to seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment, should call for the names by publication in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and consider the cases of all the candidates who have applied.”

2. In view of the need to incorporate the directions of the Supreme Court, it has been decided to consolidate all existing instructions in this regard and issue revised guidelines as follows:-

PSEs are required to notify all vacancies meant for recruitment to the post carrying scales of pay, the maximum of which does not exceed Rs.2500/- per month pre-revised as indicated in DPE's O.M. No.2(48)/91-DPE(WC) dated 6th April, 1992 to the Employment Exchanges/Central Employment Exchanges in the manner and form prescribed in Rule 4 of the Employment Exchanges (CNV) Rule, 1960 and make recruitment through National Employment Service. In addition to notifying the vacancies for the relevant categories to the Employment Exchange, the requisitioning authority/establishment may, keeping in view administrative/budgetary conveniences, arrange for the publication of the recruitment notice for such categories in the “Employment News” published by the Publication Division of the Ministry of Information & Broadcasting, Govt. of India and then consider the cases of all the candidates who have applied. In addition to above, such recruitment notices should be displayed on the office notice boards also for wider publicity.

3. These guidelines will take effect from the date of issue and will not apply to such cases where process of recruitment through employment exchanges/open advertisement has been initiated before the said date.

4. All the administrative Ministries/Departments are requested to bring the aforesaid instructions to the notice of PSUs under their administrative control for strict adherence.

**(DPE O.M. No. 24(11)/96(GL-010)/GM dated 2nd November, 1998)**

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