

**BY FAX/E-MAIL/SPEED POST**  
**No. 105/17/MISC/ADM/DE**  
Government of India, Ministry of Defence  
Dte. General Defence Estates  
Raksha Sampada Bhawan, Ulaanbaatar Marg  
Delhi Cantt.-110010.

Dated 12 May, 2017.

To

The Principal Director,  
Defence Estates,  
Ministry of Defence,  
Central/Southern/Western/Northern/Eastern/South-Western Command,  
Lucknow/Pune/Chandigarh/Jammu/Kolkata/Jaipur.

**SUBJECT: RECRUITMENT TO FILL VACANCIES IN DEFENCE ESTATES  
ORGANISATION INCLUDING IN CANTONMENT BOARDS.**

A number of instructions have been issued by the DOP&T and this Directorate General on the procedure to be followed for making recruitments. These instructions have evolved over the years and it is important for the office making the recruitment to be aware of the latest instructions and follow the same scrupulously to avoid the pitfalls of the entire recruitment process being declared null and void at a later date, as well as face legal complications.

2. Some of these latest instructions are enumerated below:-

- a) The DOP&T vide their OM No. 39020/01/2013-Estt(B)-Part dated 29<sup>th</sup> December, 2015 on the subject ***"Discontinuation of interview at Junior Level Posts in Government of India- recommendation of Committees of Secretaries"*** has clarified the following:-
  - i. No interviews would be held for recruitment to all Group 'C', Group 'D' (which are now classified as Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts.
  - ii. All the advertisements for filling up vacancies in such posts will be without the interview as part of the recruitment process.
  - iii. No interviews would be conducted even in such cases where in the past the selections used to be made purely on the basis on performance in the interview.
  - iv. Skill test or physical test is different from interview and they may continue. However, these tests would only be of qualifying nature. Assessment would not be done on basis of marks for such tests.
- b) The DOP&T vide their OM No. 14024/1/2016-Estt.(D) dated 13<sup>th</sup> June, 2016 on the subject ***"Recruitment of Staff through Employment Exchanges, regarding"*** have clarified that in addition to reporting of vacancy to the Local Employment Exchange/ Central Employment Exchange, the vacancies should be given wide publicity on All India basis. Advertisements should be placed in the Employment News/ Rozgar Samachar published by the Publication Division of Ministry of Information and Broadcasting. Such recruitment notices are also to be displayed on the office notice board. In addition advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour and Employment.

- c) The DOP&T vide their OM No. F. No. Misc-14017/15/2015-Estt.(RR) dated 11<sup>th</sup> January, 2016 on the subject "**instructions regarding time limit for holding examinations/ interviews from the date of advertisement for the post under direct recruitment-reg.**" has stated that to avoid a long time lag between the date of advertisement of the vacancy and date of examination or interview, (which may result in denying opportunity to fresh candidates who became eligible during that period, and also create an atmosphere of uncertainty to candidates who have applied), the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months.
3. This Directorate General has vide letter no. 142/5/ADM/DE/CR/09 dated 23<sup>rd</sup> August, 2011 on the subject "**Streamlining and Making Transparent Procedure for Direct Recruitment to post in Defence Estates Organisation**", letter no. 25/Misc/C/DE/2004 dated 9<sup>th</sup> February, 2016 on the subject "**Revised Guidelines to Streamline the Procedure for Direct Recruitment of Cantonment Board Staff**"; and other related letters have issued instructions from time to time for recruitment to different posts. These instructions may be modified to the extent required to be in tune with the DOP&T instructions referred in para 2 above.
4. The Directorates must keep all the instructions in view while taking action for recruitment and in the first advertisement itself a clear indication to the prospective candidates be given accordingly. All the DEOs and CEOs be advised to follow the extant instructions, including any amendments, which the DOP&T may issue from time to time.
5. DGDE has approved.

  
(P DANIEL)

Addl. DG (Admin & Vig)  
Defence Estates

**Copy to:-**

Director (NIDEM)

DGDE (Rajbhasha Anubhag)  
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