SINGLE WINDOW SYSTEM
For receiving requisitions for posts to be filled by direct recruitment.

A Single Window System (SWS) has been introduced w.e.f 4th July, 2012 in the Union Public Service Commission for accepting requisitions for posts to be filled by direct recruitment (selection through interview).

Consequent to introduction of SWS, Ministries/Departments are required to bring their proposals by hand (through an authorized representative not below the rank of Under Secretary) for on the spot scrutiny by the designated Officer in UPSC.

A proforma for submission of requisition to Joint Secretary (Recruitment) UPSC on Fax No.011-2307 0392) is at Annexure-A. On receipt of requisition suitable time will be given by UPSC as per mutual convenience.

Requisition for Recruitment by Selection is to be submitted in UPSC-33 (DOPT-1) Proforma as circulated by the Department of Personnel & Training vide its OM No.39011/11/2005-Estt.(B) dated 27th February, 2008 consisting of 19 items. Annexure -B.

The requisition should also be accompanied by the following documents:

Completed Checklist (circulated vide DOPT O.M. No.39011/05/2012 dated 04.07.2012) including annexure containing details in respect of Reservation/Suitability of the posts for physically handicapped persons. Annexure –C.

Advertisement details duly filled in (Annexure-D) Soft and hard copy

Documents to be attached with the requisition while submitting the proposal under Single Window System are as follows

- A copy of Recruitment Rules/Service Rules along with all the updated amendments duly attested/authenticated by the requisitioning authority.
- A copy of relevant document empowering the Organisations/Attached Subordinate Offices (other than Ministries/Departments) to place the requisition with the Commission.
- Copies of NOCs from Surplus Cell of DOP&T and D/G Resettlement, Ministry of Defence or copies of communications sent to them.