

**REVISED PROFORMA FOR REQUISITION OF  
RECRUITMENT BY MEDICAL SERVICES RECRUITMENT BOARD (MRB)**

**(Form-A)**

1) a)	Name of the Post	:	
b)	Whether the post is governed by any Act/Rules/Regulations.(Updated copy of Act/Rules/Regulations to be furnished)	:	
c)	Service	:	
2) (a)	No. of posts: (Sanctioned Nos.) i)Permanent ii)Temporary	:	
(b)	In –Position Nos.	:	
(c)	Live vacancies for direct recruitment (The estimate of vacancies should cover a period of one year). The period for the present recruitment is from _____ to _____	:	
d)	Shortfall Vacancies	:	SC: ST:
e)	Total Vacancies (c+d) for Direct Recruitment		
f)	Whether the vacant posts are temporary / regular. If these posts are temporary, whether further continuance orders obtained. The copies of further continuance orders may be furnished. The details of lapsed posts should also be furnished. (Please attach relevant GOs/Rules)	:	
3)	Age and Educational Qualification: Preferential qualification , if any service rules /adhoc rules/special rules(enclose copies)	:	
4)	Pay level	:	
5)	Appointing authority	:	
6)	Mode of appointment (Please state whether direct recruitment)	:	YES / NO

7)	Whether any case is pending in the proposed recruitment at the Supreme Court / High Court / or any other Court? (if so state the interim orders, present stage along with the copies)	:	
8)	Mode of Selection either by weightage method or by CBT(Computer Based Test) Syllabus for the CBT (if applicable) .	:	
9)	Duties and responsibilities attached to the post (to be specified in brief)	:	
10)	Specific requirements in regard to physical standards and vision, if any	:	
11)	Suitability of persons with disabilities identified for the post under the Rights of persons with Disabilities Act, 2016 (Central Act 49 of 2016) (Enclose G.O)	:	
12)	Whether the TamilNadu Government Servants(Conditions of Service) Act, 2016 (TamilNadu Act 14 of 2016) is applicable to the post	:	
13)	Whether the post is covered under Pension/Contributory Pension Scheme? If not , specify the Rules which govern payment of terminal benefits	:	
14)	Disqualification for appointment, if any Whether the roster to be continued from the previous selection. If yes, furnish the rotation /turns utilized for the post in previous recruitment	:	
15)	Any other information of relevance for the recruitment to this post. ( inform MRB of any new developments till the process is completed)	:	

Certified that the extract of Act/Rules/Regulations sent herewith has been prepared up to date and that no amendment so far issued has been omitted to be taken in to account.

Date :

**Signature of the HOD with seal\***

Station:

(\*)This proforma must be authenticated only by the HOD

**(Form-B)**

**ESTIMATE OF VACANCIES FOR THE POST OF \_\_\_\_\_**

(The estimate of vacancies should cover a period of one year. The period for the present recruitment is from \_\_\_\_\_ to \_\_\_\_\_)

1)	Total cadre strength I. Permanent II. Temporary	:	
2)	No. of retirement vacancies	:	
3)	No. of likely promotions of incumbents of substantive posts	:	
4)	No. of new posts sanctioned permanent/temporary post retained permanently by obtaining the sanction of the Government from time to time	:	
<b><u>DEDUCT</u></b>			
5)	No. of vacancies to be allocated for appointment on Compassionate Ground	:	
6)	No. of posts to be appointed for other methods with reference to prescribed ratio	:	
7)	No. of posts likely to be disbanded	:	
	Actual No. of vacancies apportioned for direct recruitment		
	Col [(2)+(3)+(4)]-[(5)+(6)+(7)]		

**Signature of the HOD with Designation**