

NEED ASSESSMENT FOR OPERATIONAL CATEGORY

| <u>APPROVAL FOR VACANCY ANNOUNCEMENT</u> | | | |
|---|--|-------------------------|--|
| Position details | | | |
| Position Title: | | | |
| Entry Position Level: | | | |
| Qualification required as per PD | | | |
| Type of recruitment | Consolidated contract | | |
| Working agency(Dzongkhag/ Agency/Ministry) | | | |
| Approved staff in 11 FYP* | Existing Staff (Cross check existing no. from Agency with CSIS) | Gap | Required Number |
| | | | |
| <p><i>*Recruitment will have to be as per the approved staffing pattern for any operational category except for Drivers, which should be based on the standard of one vehicle to one Driver (Vehicles that are not off-road)</i></p> <p align="right">TICK</p> | | | |
| Check list for recruitment/ deployment | 1. Is it New Recruitment/ replacement? | New Recruitment | Replacement (Attach transfer/ Separation order) |
| | 2.If replacement, is the record updated in CSIS* Record to be updated | Yes | No (update before proceeding) |
| | 3. Can the job be multitasked by existing people? (if yes, no new recruitment required) | Yes | No |
| | 4. Do you have any excess staff in Operational category who is yet to be deployed? | Yes | No |
| | 5. If yes to Sl. 4, can the excess civil servant be redeployed? (If yes, no new recruitment required, if No, provide justification below and submit the list of excess to RCSC) | Yes | No |
| | 6. Did you verify with RCSC on the availability of excess staff? (Email/phone? Specify date and focal) | Yes with _____ on _____ | No (verify with your focal) |

| | |
|---|--|
| Additional Justification on requirement, if any | |
| Agency HRC recommendation: (Reason) | Recommend/Not Recommend by the _____ HRC held on _____ to be recruited on consolidated contract for a period of _____ months (not exceeding 36 months) |

Note: Recruitment should be based on the procedures specified in the BCSR unless otherwise specified with the minimum qualifications as stated in the Position Directory. Any exceptional cases beyond rules should be forwarded to the RCSC.

(Name _____)
Chairperson of HRC

(Name _____)
Member Secretary

This form signed should be enclosed with vacancy announcement(s) while processing the requisition in the CSIS for verification by the focal in RCSC