

## Committee to Review the Recruitment Process and Cadre Management in the Public Service

### Part (a) - General Information

1.	Ministry			
2.	Department / Provincial Council / Statutory Institutions / Commission			
3.	Contact details of the Coordinating Officer			
	Name			
	Designation			
	e-mail			
	Contact No:	Office	Mobile	WhatsApp

### Section (b) – Summary of Staff Information of the Entire Staff (Updated as of the Most Recent Date)

Information updated as of ..... date.		
1.	Approved Number of Posts	
2.	Actual Staff	
3.	Number of vacant positions	
4.	Number of vacancies that have been continuous for the last 03 years	
5.	Number of positions subject to staff review due to retirements	

**Part (c) - Other documents to be submitted to the Committee**

#	Required Documents	Attached/ Not attached
1	Detailed list of all approved staff of the institution (Annexure 01)	
2	Detailed list of posts for which approval is sought for essential recruitment (Annexure 02)	
3	Organizational Structure (Annexure 03)	

**(d) Observations / Recommendations related to Section - Annexure 02**

1	<p>Observations of the Additional Secretary (Human Resources)/ Head of Department/ Chief Executive Officer/ General Manager/ Director</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Signature and official seal</b> <span style="float: right;"><b>Date</b></span></p>
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2.	<p>As per (d) 1 above, I, as the Secretary to the Ministry, am personally satisfied that by filling these essential vacancies, a more efficient and continuous service will be provided to the public, and that the relevant recruitments can be carried out subject to the management of the approved budgetary allocations.</p> <p>.....</p> <p><b>Signature and official seal</b> <span style="float: right;"><b>Date</b></span></p>
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**For office use**

**Director General,**  
Department of Management Services

I hereby submit to you this application, submitted on ....., together with the recommendations of ....., regarding the essential recruitment for ....., along with the annexures referred to in Section (c) attached hereto.

I kindly request you to forward your observations and recommendations regarding these essential recruitments to me.

**Additional Secretary to the Prime Minister**  
Secretary/Convenor  
Committee to Review the Recruitment Process and Cadre Management in the Public Service

### Detailed Record of the Entire Approved Cadre of the Institution

Ministry					
Department/ Provincial Council /Government statutory body/ Commission					
Service level *	Title of the Post	Salary Code *	Approved Cadre	Actual staff	Vacancies
Senior Level					
Tertiary Level					
Secondary Level					
Primary Level					
<b>Total</b>					

\* Should be completed in accordance with the schedules of Public Administration Circular 10/2025, Management Services Department Circulars Nos. MSD 01/2025, MSD 06/2025, MSD 04/2025 and MSD 05/2025.

**A detailed list of posts that require approval for recruitment**

Ministry								
Department/ Provincial Council / Statutory Institutions / Commission								
Service Level *	Title of the Post	Approved recruitment methodology**	Approved Cadre	Actual Staff	Vacancies	Number of vacancies that have been continuous for the last 03 years	Number of staff for whom approval is sought for recruitment	Justification regarding posts awaiting approval for essential recruitment
Senior Level								
Tertiary Level								
Secondary Level								
Primary Level								
<b>Total</b>								

\* Should be completed in accordance with the schedules of Public Administration Circular 10/2025, Management Services Department Circulars Nos. MSD 01/2025, MSD 06/2025, MSD 04/2025 and MSD 05/2025.

\*\* Recruitment method as per approved recruitment procedures/service minutes (permanent/temporary/contract/replacement/external/internal promotions etc.)