

GOVERNMENT OF TELANGANA  
FINANCE (HRM-I) DEPARTMENT

U.O. Note. No.998-A/25/A1/HRM-I/2015, Dt: 09-06-2015.

Sub: Public Services – Collection of Direct Recruitment vacancies to the  
Telangana State – Information called for - Reg.

Ref: D.O.Lr.No.998-A/25/A1/HRM-I/2015, dt.04.06.2015.

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In the meeting held on **8-06-2015** by the Chief Secretary, with all Special Chief Secretaries/Principal Secretaries/Secretaries regarding filling up Direct Recruitment vacancies in Government Departments and other Institutions under the control of Government of Telangana, it has been decided to collect the Direct Recruitment vacancies through an online tool with the assistance of Centre for Good Governance. For this purpose a web based application has been developed by Centre for Good Governance.

**2.** Hence, all the Secretariat Departments are requested to furnish the Direct Recruitment vacancies details in the proforma provided on-line by today evening through “Finance Department Portal”.

**ON-LINE SUBMISSION:-** The details of Direct Recruitment vacancies shall be furnished by all Departments through On-Line only. All Heads of Departments are requested to visit Finance Department web-site on the internet using the URL: <http://finance.telangana.gov.in> and “click” on the web-link “Finance Department Portal” provided in the home-page. Then follow the steps given below:

- This link will open “Finance Department Portal” web-page today (09-06-2015).
- Please Log-in using the User-ID and Password, which is already being used by all HODs for the purpose of entering Budget details.
- A menu item “Direct Recruitment vacancies” is displayed in the Menu Bar.
- Fill up all the columns and save the data.
- All details of Direct Recruitment vacancies submitted by the HODs need to be verified by the Secretariat Departments.
- After completion of entries final submission to Finance Department can be done using ‘Final Submit’ in the menu bar and using the appropriate menu items.

**3.** The HOD shall be held responsible for any errors in data entry, and misuse of any passwords or any wrong entry.

**4.** After entering the particulars of all Direct Recruitment vacancies, the Secretariat Department shall submit an abstract list of vacancies, category wise duly signed along with stamp.

**5.** This may be treated as “**Most Urgent**”.

**N.SIVA SANKAR**  
**SECRETARY TO GOVERNMENT**

To  
All the Secretariat Departments,  
SF/SCs.

**//FORWARDED:: BY ORDER//**

**SECTION OFFICER**