

**GOVERNMENT OF TELANGANA
FINANCE (HRM-VII) DEPARTMENT**

U.O. Note No.10066-A/395/A1/HRM-VII/2017, Dt:07-09-2017.

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

Ref: U.O. Note No.998-A/25/A1/HRM-I/2015, dt.09.06.2015.

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In the reference cited all the departments were requested to furnish the direct recruitment vacancies through online portal. Accordingly, basing on the information furnished by the departments, Government have permitted the relevant recruiting agencies to notify direct recruitment vacancies in various categories.

2. In the review meetings held by the Hon'ble Chief Minister and Deputy Chief Minister (Education), it has been decided to expedite the process of filling up of direct recruitment vacancies in all departments.

3. The earlier data pertaining to direct recruitment vacancies is two years old and there may be further direct recruitment vacancies that arose in all departments due to promotions, retirements and creation of new posts. Hence, all the Secretariat Departments and Heads of Departments are requested to furnish the Direct Recruitment vacancies details as on date in the proforma provided on-line immediately through Finance Department Portal in the following manner.

ON-LINE SUBMISSION:- The details of Direct Recruitment vacancies shall be furnished by all Departments through On-Line only. All Secretariat Departments and Heads of Departments are requested to visit Finance Department web-site on the internet using the URL: <https://finance.telangana.gov.in> and follow the steps given below:

- 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 Home Page and Menu Bar.
- Fill up all the relevant 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.
- Before entering data through on-line all the departments are advised to fill up all the columns physically in the proforma enclosed herewith and then enter the data through on-line to avoid mistakes.

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- 4.** The HOD shall be held responsible for any errors in data entry, and misuse of any passwords or any wrong entry.
- 5.** 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.
- 6.** This may be treated as "**Most Urgent**".

**K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All the Secretariat Departments,
SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

