

सं.सं- 1 स्था०/विविध 04/2026 प०पा०...761.....

झारखण्ड सरकार  
कृषि, पशुपालन एवं सहकारिता विभाग  
(पशुपालन प्रभाग)

प्रेषक,

राजकुमार श्रीवास्तव,  
सरकार के अवर सचिव।

सेवा में,

सचिव,  
झारखण्ड लोक सेवा आयोग,  
झारखण्ड, राँची।

राँची, दिनांक 23.06.26

विषय :- E-Requisition Management Application के लिए अधियाचना Online प्रेषित किए जाने हेतु नोडल ऑफिसर नामित करने के संबंध में।

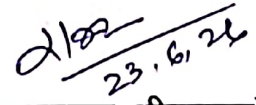
प्रसंग :- आपका पत्रांक 1817 दिनांक 05.06.2026

महाशय,

निदेशानुसार उपर्युक्त विषयक प्रासंगिक पत्र (छायाप्रति संलग्न) के संबंध में कहना है कि E-Requisition Management Application के लिए अधियाचना Online प्रेषित किए जाने हेतु नोडल ऑफिसर के रूप में श्री वैधनाथ कामती, उप सचिव, कृषि, पशुपालन एवं सहकारिता विभाग (मो० 7739341790, ई-मेल kamti10@gmail.com) को नामित किया जाता है। नोडल ऑफिसर के Technical Support के लिए विभाग अन्तर्गत PMU कोषांग से श्री जफर अली, Senior Consultant (मो० 9334046198, ई-मेल zafar.ali@in.ey.com) को सम्बद्ध किया जाता है।

अनुलग्नक - यथोक्त।

विश्वासभाजन

  
23.6.26

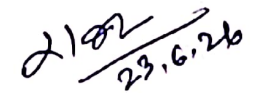
(राजकुमार श्रीवास्तव)

सरकार के अवर सचिव

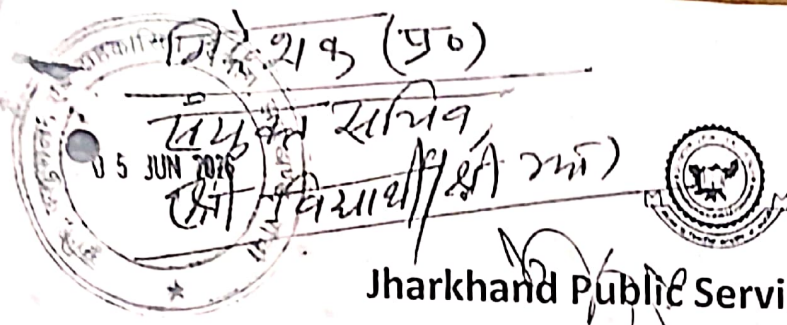
ज्ञापांक - 1 स्था०/विविध 04/2026 प०पा०...761..... राँची, दिनांक 23.06.26.....

प्रतिलिपि - श्री वैधनाथ कामती, उप सचिव/अवर सचिव (राजपत्रित स्थापना) कृषि/सहकारिता प्रभाग/श्री जफर अली, Senior Consultant, PMU Cell कृषि, पशुपालन एवं सहकारिता विभाग, झारखण्ड, राँची को प्रासंगिक पत्र की छायाप्रति के साथ सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

अनुरोध है कि राजपत्रित नियुक्ति के एक मामले को Test Check के क्रम में ऑनलाईन करने की कृपा की जाय।

  
23.6.26

सरकार के अवर सचिव



05

## Jharkhand Public Service Commission

Circular Road, Ranchi- 834001 Jharkhand

Letter No. 1817

Dated: 05/06/26

From,

Secretary,  
Jharkhand Public Service Commission

To,

The Secretary,  
Department of Agriculture, Animal Husbandry & Co-operative  
Government of Jharkhand,  
Ranchi.

USC/01  
21/02  
6.9.6.26

**Subject:** e—Requisition process validation of Requisition Management Application developed by JPSC.

Sir/Madam,

As directed, Jharkhand Public Service Commission (JPSC) has developed e—Requisition a Requisition Management Application as part of its digital transformation initiative to streamline, standardize, and digitize the process of submission and processing of recruitment requisitions by various Government Departments.

2. The application has been designed to facilitate online submission of recruitment requisitions and ensure greater transparency, efficiency, and accuracy in the recruitment planning process. The current format for submitting requisition for filling up posts has been retained with a few minor changes for the convenience of Departments, four categories of Requisition formats have been designed viz.:-

1. Combined Civil Services Requisition – for participating services
2. Health Services Requisition – for multiple posts
3. Engineering Services Requisition – for multiple post in different Departments
4. Individual Requisition – for single posts

3. The system requires the concerned department to furnish complete details of eligibility criteria, including educational qualifications, experience, age limits, and other service conditions. Further, reservation roster clearance and vacancy certification are to be duly verified and completed by the concerned department before submission of the requisition to the Commission.

4. A brief presentation outlining the features, workflow, and operational aspects of e-Requisition is enclosed herewith for your kind perusal. The URL and user credentials of the Departments is as follows:

श्री प्रतीक  
07.06.26

1058/5-5  
08-06-26

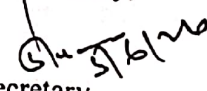
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श्री, पशुपालन एवं सहकारिता विभाग  
रखण्ड, राँची  
क्रमा :- 4799  
माप्ति तिथि :- 5-6-26  
वैषण तिथि :-

Department of Agriculture, Animal Husbandry & Co-operative  
URL – <https://jpsc.jharkhand.gov.in/e-Requisition>  
User Id - agriculture@state.gov.in  
Password – Test@123

5. The department is requested to feed the data of any one recent requisition in e—Requisition by 8<sup>th</sup> June 2026 and forward it to the Department of Personnel for validation and submission to Commission by 11<sup>th</sup> of June 2026.
6. It is further requested that the department record their suggestion and comments. The Department of Personnel will verify and this will be discussed during the feedback session. These feedback and suggestion received from various departments will help the Commission in further refining the application and ensuring that it effectively meets departmental requirements.
7. The department is requested to nominate one Nodal Officer for this activity and send details i.e Name of nodal Officer, designation, Contact Number (Mobile) and e-mail id latest by 8<sup>th</sup> June 2026
8. The Commission will be holding a feedback session with the department, and will cover all four categories of requisitions, application workflow, data entry requirements, reservation roster management, and other operational aspects of the system. Detailed information regarding the schedule and venue of the feedback session will be communicated.
9. It is requested to attend the scheduled session alongwith the Nodal Officer dealing in the requisition matter.

Thanking you

Yours faithfully,

  
Secretary

Encl.: Brief Note e—Requisition Management Application

Brief Information on e--Requisition Application Developed for JPSC

JPSC does not independently decide which positions to fill. Instead, it acts on requisitions sent by other government departments, a process that begins in the State's various Departments of the State Government.

The e--Requisition Management Application developed for the Jharkhand Public Service Commission (JPSC) is a digital platform designed to streamline and automate the process of receiving and managing recruitment requisitions from various Government Departments of Jharkhand for the purpose of conduct/recruitment examination to fill up the vacant posts.

The application enables departments to submit vacancy details, reservation rosters, recruitment rules, eligibility criteria, and other related information electronically. It provides a structured workflow for data entry, verification, approval, and communication between the concerned departments and the Commission, thereby reducing manual intervention and ensuring process integrity.

**The process of generating e--Requisition by the Departments:**

~~The first step in the recruitment process is an official request for staff, known as a requisition.~~

There is different type of requisition sent by the Department. Some requisition combine different services of posts in one requisition, while some requisition are for single posts only.

The Departments are required to select one of the following four categories of requisitions that suit their recruitment proposals:

1. Combined Civil Services Requisition – Multiple Services
2. Health Services Requisition – Multiple Posts
3. Engineering Services Requisition – Multiple Posts in Different Departments
4. Individual Requisition (for specific posts/services not covered under the above categories)

A key feature of the application is that the entire eligibility criteria, including educational qualifications, experience requirements, age limits, desirable qualifications, and service-specific conditions, must be entered and verified by the concerned department. This ensures that the requisition reflects the exact requirements prescribed under the relevant recruitment rules and service regulations. Such eligibility criteria should be entered in the exact manner in which it will appear in the advertisement for the port.

The application also mandates that the reservation roster clearance and vacancy certification are completed by the concerned department

The general flow of a requisition is as follows:

1. **Vacancy Identification:**

Individual Government Departments (e.g., Personnel, Home, Health, Education) etc., under the Government of Jharkhand identify shall the number of vacant posts and that requires entry in the e-requisition format to be filled up.

2. **Submission for Approval:**

On the basis of their vacancies the detailed requirements alongwith documents are entered in the in the requisition format by the department and formally sent as a e-requisition proposal to the Department of Personnel, Administrative Reforms and Rajbhasha (DPAR).

3. **Approval & Forwarding:**

After reviewing and where necessary aggregating e-requisitions from various departments, the DPAR formally forwards the approved vacancy requisition to the JPSC. This official communiqué acts as the "green light" for the JPSC to begin the recruitment process.

~~4. Notification by JPSC:~~

Upon receiving the e-requisition, the JPSC scrutinizes the proposal and releases an official advertisement detailing the number of vacancies, eligibility criteria, exam pattern, and application timeline.

JPSC will not directly edit/change the entire application made by the Department concerned. If there are changes required, JPSC will revert back to the Department to make necessary changes/modifications.

**Key Features**

- Online submission of recruitment requisitions by government departments.
- Digital management of vacancies, reservation rosters, and recruitment rules.
- Workflow-based scrutiny, approval, and return of requisitions with remarks.
- Role-based access for Commission and Departmental officials.
- Comprehensive audit trail and activity monitoring.
- Multilingual support (Hindi and English).

**Benefits**

- Speedy processing of recruitment proposals.
- Improved transparency and accountability.
- Reduced paperwork and administrative delays.
- Better coordination between departments and the Commission.
- Accurate and standardized requisition management.
- Supports JPSC's vision of a paperless and technology-driven recruitment system.

The e--Requisition Application is a significant achievement of the e-JPSC digital transformation initiative, aimed at enhancing efficiency, transparency, and good governance in the recruitment process of the Commission.