

No.6/1/2015-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

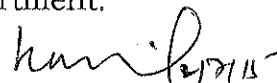
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated 2nd July, 2015.

OFFICE MEMORANDUM

Subject: Posting of Direct Recruit Steno Grade 'D' undergoing Foundational Training (Induction Training) at ISTM-options regarding.

The undersigned is directed to say that direct recruit Steno Grade 'D', selected through Steno Grade 'C' & 'D' Examination 2014, are presently undergoing Foundational Training at ISTM. On conclusion of their training, they will be posted to various participating Ministries/Departments of Central Secretariat Stenographers Service. The list of Ministries/Departments and the revised number of vacancies proposed to be filled up is given in Annexure-I.

2. It has been decided that the DR Steno Grade 'D' will be posted in the order of their rank in Steno Grade 'C' & 'D' Examination and preference exercised by them. ISTM is, therefore, requested to obtain the options for posting in Annexure-II. The options received from the officials may be complied in MS Excel format (copy enclosed) and the same may be forwarded in soft copy as well as in hard copy, duly authenticated, to this Department latest by **6th July, 2015**. The hardcopy of the options exercised by the individual candidates may be placed in the respective dossiers of the officials for record purpose and need not be sent to this Department.



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax : 24623157

To

1. Shri Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067.

Copy to:

1. Participating Ministries/Departments for information.
2. Officials undergoing Induction Training at ISTM.

Annexure-I					
S.No.	Cadre Units	Sanctioned Strength	In position	Vacancies	Number of DR Steno Grade 'D' proposed to be posted
1	I & B	120	91	29	12
2	Home Affairs	107	100	7	2
3	Expenditure	95	86	9	3
4	Agriculture & Cooperation	70	56	14	6
5	Personnel & Training	69	59	10	4
6	Telecommunications	65	52	13	5
7	Health and FW	62	56	6	2
8	Defence	60	54	6	2
9	Power	57	39	18	7
10	IP&P	48	41	7	4
11	Water Resources	46	36	10	5
12	NITI AYOOG	41	35	6	3
13	Urban Development	41	37	4	2
14	Supply	35	25	10	5
15	Secondary & Higher Edu.	33	28	5	3
16	Labour	30	22	8	4
17	Science & Technology	30	23	7	4
18	Commerce	28	24	4	2
19	Civil Aviation	21	15	6	3
20	Road Tpt & Highways	20	15	5	3
21	Fertilizers	19	16	3	2
22	Food & PD	18	17	1	1
23	UPSC	18	17	1	1
24	Environment & Forests	17	13	4	3
25	MSME	17	15	2	2
26	Posts	17	11	6	5
27	Rural Development	15	13	2	2
28	New & Renewable Energy	14	13	1	1
29	SJ&E	14	14	0	0
30	Animal Husbandary, Dairying & Fisheries	12	10	2	2
31	Legal Affairs	9	9	0	0

S.No.	Cadre Units	Sanctioned Strength	In position	Vacancies	Number of DR Steno Grade 'D' proposed to be posted
32	Tribal Affairs	8	7	1	1
33	Youth Affairs & Sports	7	4	3	2
34	Textile	6	4	2	2
35	Consumer Affairs	6	5	1	1
36	Culture	6	6	0	0
37	Shipping	6	6	0	0
38	W&CD	6	5	1	1
39	Minority Affairs	5	4	1	1
40	Coal	4	3	1	1
41	Corporate Affairs	4	4	0	0
42	Earth Sciences	4	4	0	0
43	Steel	4	4	0	0
44	Central Information Commission*	4	0	4	0
45	Mines	3	2	1	1
46	Petroleum & NG	2	2	0	0
47	Skill Development, Entrepreneurship	1	2	-1	0
48	Total	1324	1104	220	110

Proforma for giving options by DR Steno Grade 'D' for posting

Name of the Candidate	
Rank No.	
Mobile No.	
e-mail	
Educational Qualification	
Medium of Skill Test	

Order of option	Name of Ministry/Department as given in Annexure-I
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
..	
...	
.....	

Dated

Signature of the candidate

Proforma for giving options by DR Steno Grade 'D' for posting

S.NO.	Name of the Officer	Rank	Medium	Educational Qualification	Option-I	Option-2	Option-3	Option-4		Remarks if any

Dated

Signature of the Officer