

No.13/1/2020-CS.II (B)-Part.1
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS.II(B) Section

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 15th August, 2022

OFFICE MEMORANDUM

Subject: Collection of vacancies for Junior Secretariat Assistant Grade Limited Departmental Competitive Examinations (for MTS) for the Select List year 2018 and 2019-reg.

The undersigned is directed to invite a reference to this Department's OM No. 13/1/2020-CS.II(B) dated 24.01.2020 followed by corrigendum of even number dated 29.01.2022 on the subject mentioned above vide which the cadre units of CSCS were requested to forward the vacancies for Clerk Grade / JSA Grade LDCE for the years 2018 and 2019. As on date, out of the then 41 cadre units of CSCS, the requisite information has been received only from 31 cadre units mentioned at **Annexure-I**. List of the 10 Cadre Units from where information have not been received is enclosed at **Annexure-II**.

2. While seeking the number of vacancies for the years 2018 and 2019, the Certificate to be issued by the Cadre Controlling Authority and the Certificate to be issued by Liaison Officer were not sought by this Department.

3. Recently, this Department vide OM No. 36012/16/2019-Estt.(Res.) dated 12.04.2022 (copy enclosed) has inter-alia intimated that all the Ministries/Departments are required to ensure the following before implementing the policy of reservation in promotions and carrying out any promotions based thereon. For this purpose, vide para 4(a) of the said O.M. all Ministries / Departments have been directed to ensure that:

"In terms of DOPT OM No. 43011/153/2010- Estt (Res) dated 04.01.2013, the Liaison officer shall ensure that the reservation roster are strictly maintained as per the instructions/guidelines, laid down in DOPT OM No.36012/2/1996-Estt (Res) dated 2.7.1997".

4. In view of the above, the cadre units of CSCS who have already intimated the vacancies for Clerk Grade /JSA Grade LDCE, 2018 and 2019 are now requested to furnish the Certificate of the Cadre Controlling Authority (**Annexure-III**) and the certificate of Liaison Officer (**Annexure-IV**). The remaining 10 Cadre Units are requested to furnish the vacancies for the Clerk Grade / JSA Grade LDCE(for MTS) for the Select List Years 2018 and 2019, along with the Certificates as at **Annexure-III and Annexue-IV**. In case of 'Nil' vacancy also the cadre units are required to furnish the information in the prescribed format, along with certificates.

5. The information may be furnished to this Department positively by 02.08.2022 through email.

Encl:(1)

Jemai
11/8/22

(Jayashree Chellamani)
Under Secretary to the Govt. of India
Telefax: - 011-24623157
E-mail :- jayashree.c@nic.in

To

Participating cadre units of CSCS
(As per Annexure-V)

Annexure-I

Sr.No.	Name of Ministries / Departments (Cadre Units of CSCS)
1	Agriculture & FW
2	Civil Aviation
3	Commerce
4	Consumer Affairs
5	Corporate Affairs
6	Culture
7	Defence
8	DPIIT
9	Earth Science
10	Education
11	Expenditure
12	Food and Public Distribution
13	Health & Family Welfare
14	Housing & Urban Affairs
15	Information & Broadcasting
16	Jal Shakti (WR, RD&GR)
17	Jal Shakti (DW&S)
18	Labour & Employment
19	Legal Affairs
20	Micro, Small & Medium Enterprises
21	Mines
22	Petroleum and Natural Gas
23	Posts
24	Power
25	Road Transport & Highways
26	Science and Technology
27	Social Justice and Empowerment
28	Steel
29	Telecommunications
30	Union Public Service Commission
31	Youth Affairs & Sports

Annexure-II

Sr.No.	Name of Ministries / Departments (Cadre Unit of CSCS)
1.	Coal
2.	Commerce(Supply Division)
3.	DoP&T
4.	Env. Forests and Climate Change
5.	Fertilizers
6.	Home Affairs
7.	Ports, Shipping & Waterways
8.	Rural Development
9.	Skill Development & Entrepreneurship
10.	Women and Child Development

Annexure-III

Format of certificate for Clerk Grade/JSA Grade LDCE, 2018

Certificate from Cadre Controlling Authority

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been obtained for reporting the above stated vacancy position.

Signature of Under Secretary (Admn.)
(along with official seal)

Format of certificate for Clerk Grade/JSA Grade LDCE, 2019

Certificate from Cadre Controlling Authority

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been obtained for reporting the above stated vacancy position.

Signature of Under Secretary (Admn.)
(along with official seal)

Annexure-IV

Format of Liaison Officer Certificate for Clerk Grade/JSA Grade LDCE, 2018

Certificate of the Liaison Officer

Certified that the Post Based Reservation Roster for the post of Junior Secretariat Assistant (CSCS), for reporting vacancies in the grade of JSA under Departmental Examination quota, for the Select List Year 2018 (period from 01.07.2018 to 30.06.2019) maintained by the cadre authority is in accordance with Department of Personnel and Training's O.M. No.36012/16/2019-Estt(Res.) dated 12.04.2022 and Hon'ble Supreme Court's Order dated 28.01.2022 (Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors. (Civil Appeal No.629 of 2022 arising out of SLP (C) No.30621 of 2011).

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicapped persons.

(Signature)

(Please put seal of Liaison Officer)

Format of Liaison Officer Certificate for Clerk Grade/JSA Grade LDCE, 2019

Certificate of the Liaison Officer

Certified that the Post Based Reservation Roster for the post of Junior Secretariat Assistant (CSCS), for reporting vacancies in the grade of JSA under Departmental Examination quota, for the Select List Year 2019 (period from 01.07.2019 to 30.06.2020) maintained by the cadre authority is in accordance with Department of Personnel and Training's O.M. No.36012/16/2019-Estt(Res.) dated 12.04.2022 and Hon'ble Supreme Court's Order dated 28.01.2022 (Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors. (Civil Appeal No.629 of 2022 arising out of SLP (C) No.30621 of 2011).

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicapped persons.

(Signature)

(Please put seal of Liaison Officer)

Annexure-V

S. No.	Communication address
1	US(Admn., M/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US (Admn.),M/o Commerce(Supply Division), Nirman Bhavan, New Delhi.
6	US (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US(Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US (Admn.), DoP&T, North Block, New Delhi.
11	US (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US (Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	US (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	US (Admn.), D/o Expenditure, North Block, New Delhi.
16	US (Admn.). D/o Fertilizers, Shastri Bhavan, New Delhi.
17	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	US (Admn.), M/o Home Affairs, North Block, New Delhi.
20	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	US (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 th Floor, Pt. DeendayalAntoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	US (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	US (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	US (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	US (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	US (Admn.), M/o Ports, Shipping & Waterways, Transport Bhavan, 1-Parliament Street, New Delhi-110001
30	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
31	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
32	US (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
33	US (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
34	US (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
35	US (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
36	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
38	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
39	US (Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
40	US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
41	US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
