

F.No.13/1/2015-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003,
Dated: 12th September, 2016.

Office Memorandum

Subject:- Clerk Grade (for Multi Tasking Staff) Limited Departmental Competitive Examination 2016-intimation of vacancies- reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 28th July, 2016 & subsequent reminder dated 30th August, 2016 on the subject mentioned above.

2. It is observed that, so far, necessary action has been taken by a few cadre units only. The concerned cadre units are therefore requested to take necessary action for the following discrepancies observed:-

S.No	Discrepancies observed	Ministry/Department
1	Vacancies for SLY-2016 were not furnished as per revised sanctioned strength after abolition of 85% posts of JSA.	1. Environment & Forests 2. Rural Development 3. Social Justice & Empowerment 4. Women & Child Development 5. Shipping 6. Women & Child Development 7. Labour & Employment 8. Legal Affairs 9. Minority Affairs
2	Category-wise breakup (SC, ST, Gen) of vacancies not furnished.	1. MSME 2. Science & Technology
3.	PH category breakup not furnished.	Commerce
4.	Previous year's departmental exam vacancies not carried forward to SLY-2016. After adding the previous years' unfilled vacancies, total vacancies of this year's need to be divided in the ratio of 70(SQ):30(D.E).	1. Posts 2. Urban Development

(from pre-page)

5.	Vacancies not bifurcated in the ratio of 70(SQ):30(D.E) as per CSCS Rules, 1962.	1. Power.
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3. The concerned cadre units are, therefore, requested to furnish the revised vacancy position **strictly as per the proforma enclosed** to this Department immediately. **Other cadre units of CSCS are also requested to bring any changes in the vacancy position to the notice of this Department immediately.**

4. This O.M. is also available in the public domain of this Department's website. The download path is as under:-

<http://persmin.nic.in/DOPT.asp> >> Central Secretariat >> CSCS >> Promotion >> Examination(Group D to LDC).



(Rajesh Sarawat)

Under Secretary to the Govt. of India

Tel. No. 24654020

To,

All cadre units under CSCS (Except M/o Coal, M/o Culture, M/o Corporate Affairs, DoP&T, M/o Earth Science, D/o Fertilizers, D/o H&FW, M/o Water Resources, D/o Expenditure, M/o P&NG)

Proforma to DoP&T's O.M. No. 13/1/2015-CS.II(B) dated 12th September, 2016

Vacancies for JSA (erstwhile LDC) grade Limited Departmental Competitive Examination for group 'C' staff, 2016

1	Name of Cadre Unit							
2	Select List Year	1 st July, 2016 to 30 th June, 2017						
3	Sanctioned strength of JSA as on 1 st July, 2016(excluding ad-hoc SSA)							
4	Number of JSAs in position (officials on deputation to be excluded)	(c) Regular JSAs			(d) Ad-hoc SSAs			
5	Number of regular officials likely to join on reversion from deputation during the Select List Year (attach list of the officials along-with date of retirement)							
6	Unfilled D.E. vacancies of SLY-2015							
7	Number of retirements during Select List Year (attach list of officials along-with date of retirement)							
8	Size of Select List:- [{3 + 7} - {4(a) + 5}]							
9	Number of vacancies for Departmental examination (30% of row 8)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
10	Number of vacancies for Seniority Quota (70% of row 8)							

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Certificate from Cadre Controlling Authority

- (i) It is certified that approval of Additional Secretary/ Joint Secretary of Administration / Establishment has been taken for reporting above stated vacancy position.
- (ii) The information indicated in respect of number of vacancies for LDC for Hindi Medium LDC has been reported keeping in view the instructions issued by the Department of Official Language regarding percentage of Hindi Medium LDC.

Signature of Under Secretary (Admn.) alongwith official seal

Certificate of the Liaison Officer

Certified that I have checked up the relevant roster maintained by the cadre authority in respect of recruitment to the aforesaid cadre of the CSCS through the mode and for the quota (if any) as indicated above and find out the position regarding reservation of vacancies including carry forward reserved vacancies indicated above by the cadre authority is correct.

2. It is also certified that ~~same~~ authority has followed instructions for reporting vacancies for Physical Handicaps.
3. Instruction of O.M. No. 36012/5/97-Estt.(Res)Vol.II dated 20th July 2000 regarding treatment of backlog vacancies reserved for SC and ST category and non-applicability of 50% ceiling has been strictly followed while reporting vacancies.

(Signature)

(Please put seal of Liaison Officer)

Note:

- (I) Any changes in vacancy position should immediately be brought to the notice of the CS Division, DOP&T.
- (II) The SC/ST vacancies in all cases of direct recruitment/promotion which have remained unfilled in earlier years are to be treated as distinct and separate group and will not be considered ~~together~~ with reserved vacancies of the year in which they being filled up the ~~determining~~ the 50% reservation for total number of vacancies for a year. [O.M. No.36012/5/97-Estt.(Res)Vol.II dated 20.07. 2000]
- (III) There shall be a separate Roster for Departmental Examination Quota and Seniority Quota. The number of ~~posts~~ in a Roster for a particular mode of recruitment shall be equal to the number of persons already in place recruited through that mode of recruitment plus the ~~number~~ of posts to be filled through that mode of recruitment in a particular Select List Year. Post Based Roster should be used to work out number of vacancies to be filled ~~from~~ different mode of recruitment i.e. Reservation Roster should not be mixed with ~~the~~ vacancy/Recruitment Roster.