

**MOST IMMEDIATE**

No.12/3/2015-CS.II (B)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training  
3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 13<sup>th</sup> August, 2015

**OFFICE MEMORANDUM**

Subject: Upper Division Clerk Grade Limited Departmental Competitive Examination 2015-confirmation of participation-regarding.

The undersigned is directed to say that Staff Selection Commission vide letter number 3/8/2015-P&P-II dated 05.08.2015 have informed this Division that Upper Division Grade Limited Competitive Examination-2015 is scheduled to be held on 20.12.2015 for which this Department is required to intimate consolidated category wise break up of vacancies before **24.08.2015**.

2. The cadre units are, therefore, requested to intimate the vacancies for UD Grade Limited Departmental Competitive Examination to this Department in the prescribed proforma, **latest by 20.08.2015** so that the consolidated vacancies would be intimated to SSC well in time. Even if, there is a "NIL" vacancy, the report may also be furnished as the information is required for calculation of total vacancy for SLY-2015(SQ+LDCE) at this end.

3. Encl: Proforma

  
(Rajesh Sarswat)

Under Secretary to the Govt. of India  
Tel:- 24654020

To

**All the participating cadre units of CSCS.**



9.	Number of earmarked for seniority quota (75% of row 7)	Gen	PH			SC	ST	Total
			HH	OH	VH			
10.	Number of LDCs who are not included or not likely to be included in the Select of UDCs but <ul style="list-style-type: none"> <li>Covered by the last zone issued by DoP&amp;T.</li> <li>Number of LDCs remaining in the select list, if the last zone covered partial select list.</li> <li>Number of LDCs in the select list following the select list covered by last zone. (Example: Last zone covered LDCs of Select List Year 1988 then information for 1989 be provided).</li> </ul>	General			SC			
11.	Number of LDCs (SC/ST) who have not been included in the Select List of UDCs but have completed the following years of service: <ul style="list-style-type: none"> <li>(i) 10 years of approved service in LDC Grade.</li> <li>(ii) 9 years of approved service in LDC Grade.</li> <li>(iii) 8 years of approved service in LDC Grade.</li> </ul>	ST			PH			
					HH	OH	VH	

**Certificate from Cadre Controlling Authority**

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

**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 cadre authority has followed instructions for reporting vacancies for Physical Handicaps.

3. Instruction of O.M.No.36012/5/97-Estt.(Res.)-Vol.II dated 20<sup>th</sup> 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 change 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 are 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 20.7.2000]**

**(III) There shall be a separate Roster for Departmental Examination Quota and Seniority Quota. The number of points 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 reservation points in different mode of recruitment and not to work out number of vacancies to be filled from different modes of recruitment i.e. Reservation Roster should not be mixed with the vacancy/Recruitment Roaster.**