

**Immediate**

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

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003,  
Dated: 14<sup>th</sup> December, 2015

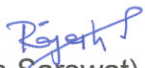
**Office Memorandum**

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

The undersigned is directed to say that Staff Selection Commission has requested this Department for furnishing the vacancies for the Clerk Grade (for Multi Tasking Staff) Limited Departmental Competitive Examination 2016. All the cadre units are, therefore, requested to furnish the requisite vacancy position to this Department in the prescribed proforma, latest by 18-12-2015. Even 'Nil' vacancies may also be furnished in the prescribed proforma. If no information is received by the stipulated date, it would be presumed that the information is 'NIL' and SSC would be informed accordingly. It is, therefore, requested that the deadline may please be adhered to.

2. All the cadre units are also requested to furnish the details as per Annexure-I of this O.M and also furnish the database of LDCs as per Annexure-II, to this Department by 18-12-2015. A soft copy of the same may also sent through mail to the undersigned's email id:- [sarswat.rajesh13@nic.in](mailto:sarswat.rajesh13@nic.in)

Encls: As above.

  
(Rajesh Sarawat)  
Under Secretary to the Govt. of India  
Tel. No. 24654020

To,

**All the Cadre participating in the CSCS.**

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 indicted 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 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 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 number of vacancies to be filled from different mode of recruitment i.e. Reservation Roster should not be mixed with the vacancy/Recruitment Roaster.

Profroma to DoPT's O.M. No. 13/1/2015-CS.II(B) dated 14-12-2015

**Vacancies for Lower Division Grade Limited Departmental Competitive Examination for Group 'C' Staff 2016**

1	Cadre						
2	Select List Year (from 1st July of the year to 30th June of the following year)						
3(i)	Total number of duty posts as on 1st July of the Select List Year in LDC grade						
3(ii)	Number of posts abolished during the Select List Year						
4	Number of officer in position (officers on deputation to be excluded)	(a) Regular(LDCs)	(b) Ad-hoc UDCs				
5	Number of regular officers likely to join on reversion from deputation during the Select List Years (attach list of the officers alongwith date of retirement)						
6(i)	Number of retirements during Select List Year (attach list of officers alongwith the date of retirement)						
6(ii)	Number of vacancies likely to arise during year on account of promotion, pre-mature retirements etc. (attach list of officers retiring, resigned etc. alongwith date)						
7	<b>Size of Select List :-</b> <b>[3+6(i)+6(ii) — {3(ii)+4(a)+5} ]</b>	Gen.	PH		SC	ST	Total
8	Number of vacancies for Departmental examination (30% of row 7)						
9	Number of vacancies for Seniority Quota (70% of row 8)						

**Annexure-I to DoPT's O.M. No. 13/1/2015-CS.II(B) dated 14-12-2015**

<b>Year</b>	<b>Sanctioned strength of LDCs in the starting of the SL year as on 1<sup>st</sup> July.</b>	<b>Total number of Vacancies</b>	<b>No. of posts to be abolished (85%)</b>	<b>Total no. of posts actually abolished</b>	<b>Sanctioned strength at the end of the year</b>
SL-2003					
SL-2004					
SL-2005					
SL-2006					
SL-2007					
SL-2008					
SL-2009					
SL-2010					
SL-2011					
SL-2012					
SL-2013					
SL-2014					
SL-2015					
SL-2016					

**Annexure-II to DoPT's O.M. No. 13/1/2015-CS.II(B) dated 14-12-2015**

**(Database of LDCs as on date including those who are working as UDCs on ad-hoc basis).**

<b>Name of the official</b>	<b>Date of birth</b>	<b>Category</b>	<b>Mode of Recruitment [SQ/DE (along with rank) /CA]</b>	<b>Date of appointment in the grade of LDC</b>	<b>Typing test passed or not</b>