

No. 7/4/2013-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
CS.I Division

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated the 23rd January 2015

OFFICE MEMORANDUM

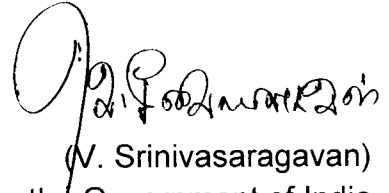
Subject: Shortage of staff in the grades of Assistants and Section Officers – modification to the channel of submission till staff position improves regarding

The undersigned is directed to refer to the various requests received from Ministries/ Departments for posting of officers in the grades of Assistant and Section Officer and to say that as on date about 2500 vacancies exist in the Assistants grade alone. The vacancies could not be filled up on account of litigation relating to Combined Graduate Level Examination-2013. The CGLE-2013 has to be conducted again and its results are expected shortly. Selected candidates would be first required to undergo the Foundational Training and only thereafter, they could be nominated to Ministries/ Departments. In view of this, it would take few more months before DR Assistants could be posted. The same procedure will be followed in respect of Assistants recruited through CGLE-2014 for which Tier-I of the examination has already been conducted. In the meanwhile, vacancies in the grade of Assistant will continue to remain. As regards, SO grade, the position has improved considerably and this Department will shortly issue the zone for promotion against seniority quota for the Select List year 2014. The remaining vacancies will also be filled up once UPSC declares results of Limited Departmental Competitive Examination-2014.

2. The undersigned is directed to circulate herewith the vacancy position in the grades of Assistant and SO as per Annexure. It may be seen that the combined strength of officers in-position in these grades in almost all the Ministries/ Departments is more than the sanctioned strength of Assistants. Ministries/ Departments may reconcile the data and inform this Department if there is any discrepancy. They may also reconcile the actual position of officers in these grades with the data in the web based cadre management system. Till vacancies in the grade of Assistants are filled up, as advised earlier, Ministries/ Departments may

suitably adjust the channel of submission at SO/Assistant levels, keeping in view Chapter 6 of e-Office procedure i.e. Assistants and SOs may submit files directly to Under Secretary.

3. Cooperation of Ministries/ Departments is requested till the position in the grade of Assistants is improved.



(N. Srinivasaragavan)

Under Secretary to the Government of India

Tele.: 24629412

All Ministries/ Departments

Annexure to DoPT's O.M. No. 7/4/2013-CS.I(A) dated 23.1.2015

| S. No. | Cadre | Section Officer | | | Assistant | | | Total In position (SO + Assistant) |
|--------|----------------------------------|---------------------|-------------|-----------|---------------------|-------------|-----------|------------------------------------|
| | | Sanctioned Strength | In position | Vacancies | Sanctioned Strength | In position | Vacancies | |
| 1 | Agriculture & Cooperation | 118 | 113 | 5 | 250 | 165 | 85 | 278 |
| 2 | Civil Aviation | 42 | 39 | 3 | 131 | 79 | 52 | 118 |
| 3 | Coal | 20 | 11 | 9 | 36 | 29 | 7 | 40 |
| 4 | Commerce & Industry | 120 | 77 | 43 | 95 | 56 | 39 | 133 |
| 5 | Consumer Affairs | 19 | 18 | 1 | 28 | 15 | 13 | 33 |
| 6 | Corporate Affairs | 22 | 22 | 0 | 47 | 27 | 20 | 49 |
| 7 | Culture | 42 | 42 | 0 | 68 | 48 | 20 | 90 |
| 8 | Defence | 221 | 164 | 57 | 391 | 213 | 178 | 377 |
| 9 | Personnel & Training | 164 | 167 | -3 | 274 | 249 | 25 | 416 |
| 10 | Earth Sciences | 9 | 9 | 0 | 20 | 13 | 7 | 22 |
| 11 | Environment & Forests | 48 | 40 | 8 | 83 | 52 | 31 | 92 |
| 12 | Expenditure | 281 | 214 | 67 | 612 | 367 | 245 | 581 |
| 13 | Fertilizers | 42 | 32 | 10 | 85 | 43 | 42 | 75 |
| 14 | Food | 54 | 37 | 17 | 122 | 65 | 57 | 102 |
| 15 | Health | 138 | 107 | 31 | 294 | 154 | 140 | 261 |
| 16 | Higher Education | 118 | 97 | 21 | 277 | 178 | 99 | 275 |
| 17 | I & B | 152 | 146 | 6 | 373 | 196 | 177 | 342 |
| 18 | IP&P | 106 | 58 | 48 | 175 | 106 | 69 | 164 |
| 19 | Labour & Employment | 84 | 73 | 11 | 194 | 140 | 54 | 213 |
| 20 | Legal Affairs | 23 | 21 | 2 | 68 | 40 | 28 | 61 |
| 21 | Home Affairs | 286 | 254 | 32 | 598 | 370 | 228 | 624 |
| 22 | Mines | 25 | 17 | 8 | 45 | 26 | 19 | 43 |
| 23 | Minority Affairs | 8 | 6 | 2 | 10 | 8 | 2 | 14 |
| 24 | MSME | 21 | 18 | 3 | 41 | 20 | 21 | 38 |
| 25 | Petroleum & Natural Gas | 36 | 36 | 0 | 48 | 35 | 13 | 71 |
| 26 | Planning Commission | 23 | 23 | 0 | 90 | 62 | 28 | 85 |
| 27 | Posts | 42 | 37 | 5 | 125 | 77 | 48 | 114 |
| 28 | Power + New and Renewable Energy | 71 | 43 | 28 | 149 | 73 | 76 | 116 |
| 29 | RT&H | 36 | 33 | 3 | 83 | 51 | 32 | 84 |
| 30 | Rural Development | 63 | 49 | 14 | 99 | 74 | 25 | 123 |
| 31 | Science & Technology | 46 | 46 | 0 | 80 | 50 | 30 | 96 |
| 32 | Shipping | 28 | 27 | 1 | 50 | 23 | 27 | 50 |
| 33 | Social Justice & Empowerment | 58 | 38 | 20 | 100 | 74 | 26 | 112 |
| 34 | Steel | 25 | 23 | 2 | 49 | 35 | 14 | 58 |
| 35 | Supply | 54 | 41 | 13 | 139 | 76 | 63 | 117 |
| 36 | Telecommunications | 56 | 53 | 3 | 115 | 94 | 21 | 147 |

| | | | | | | | | |
|----|--|-------------|-------------|------------|-------------|-------------|-------------|-------------|
| 37 | Textiles | 22 | 21 | 1 | 104 | 48 | 56 | 69 |
| 38 | Tribal Affairs | 14 | 13 | 1 | 24 | 15 | 9 | 28 |
| 39 | Urban Development | 155 | 120 | 35 | 437 | 280 | 157 | 400 |
| 40 | UPSC | 141 | 114 | 27 | 358 | 267 | 91 | 381 |
| 41 | Water Resources | 56 | 54 | 2 | 184 | 111 | 73 | 165 |
| 42 | WCD | 32 | 31 | 1 | 41 | 35 | 6 | 66 |
| 43 | Skill Development, Entrepreneurship, Youth Affairs and Sports | 22 | 19 | 3 | 54 | 32 | 22 | 51 |
| | Total | 3143 | 2603 | 540 | 6646 | 4171 | 2475 | 6774 |