

Most Immediate

**No. 7/5/2010-CS.II
Government of India
Ministry of Personnel, PG & Pension
Department of Personnel & Training**

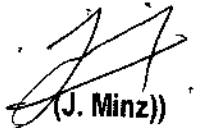
**3rd Floor Lok Nayak Bhawan, Khan Market,
New Delhi dated the 20th August, 2010.**

Office Memorandum

Subject: Upper Division Grade Limited Departmental Competitive Examination -Intimation of vacancies for the Select List Year 2010- regarding.

The undersigned is directed to refer to this Department's O.M. No. 7/6/2005-CS.II dated 14.11.2006 regarding reporting of vacancies and to say that as per time schedule prescribed for reporting the vacancy position, the cadres are required to furnish the tentative vacancy position to this Department by 30th April and later, on concrete basis by 31st August of the particular recruitment year.

2. Staff Selection Commission has requested this Department to furnish the category wise vacancies to be filled on the basis of the UD Grade Limited Departmental Competitive Examination (LDCE), 2010. It is, therefore, requested that the requisite vacancy position for the Select List year 2010 for DE and Seniority Quota may please be furnished to this Department, in the prescribed proforma, **immediately**. In case there is no vacancy for Select List year 2010, the same should also be intimated.



**Under Secretary to the Govt of India
Tel #24623157**

**To
All Cadres participating in the CSCS**

4.5 VACANCIES FOR UPPER DIVISION CLERKS' GRADE

1.	Cadre							
2.	Select List Year (from 1 st July, of the year to the 30 th June of the following year)							
3.	Total Number of duty posts as on 1 st July of the Select List year in UDC Grade.							
3(a)	Number of posts abolished during the select list year.							
4.	Number of officers in position. (officers on deputation to be excluded).	<u>Regular</u> (a)		<u>Ad-hoc</u> (b)				
5.	Number of regular officers likely to join on reversion from deputation during the select list year. (attach list of officers)							
6.(i)	Number of retirements during select list year. (attach list of officers alongwith date of retirement)							
6(ii)	Number of vacancies likely to arise during the year on account of promotions, fresh deputation, resignation, pre-mature retirements etc. (attach list of officers retiring, resigned etc. Alongwith date)							
7.	Size of select list: [(3+6 (I)+6(II)) - {3(a)+4(a)+5}]							
8.	Number of vacancies in grade of UDCs earmarked for departmental competitive examination quota (25% of row 7)	Gen.	PH			SC	ST	Total
			HH	OH	VH			

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"> Covered by the last zone issued by DoP&T. Number of LDCs remaining in the select list, if the last zone covered partial select list. 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). 	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"> (i) 10 years of approved service in LDC Grade. (ii) 9 years of approved service in LDC Grade. (iii) 8 years of approved service in LDC Grade. 	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 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 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.