

F.No.7/9/2013-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

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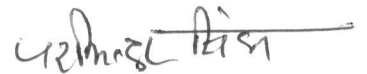
2nd Floor Lok Nayak Bhawan,  
Khan Market, New Delhi – 110003  
Dated: 14<sup>th</sup> June, 2015

**Office Memorandum**

Subject: Posting of direct recruit Assistants undergoing Foundational Training organized by ISTM – options regarding.

The undersigned is directed to say that 600 direct recruit Assistants, selected on the basis of CGLE, 2013, are presently undergoing Foundational Training organized by Institute of Secretariat Training and Management. On conclusion of their training they will be posted to various participating Ministries/Departments of Central Secretariat Service. The list of Ministries/Departments and the number of vacancies proposed to be filled up in this round by these Assistants is given in Annexure-I.

2. It has been decided that the DR Assistants will be posted in the order of their rank in CGLE, 2013 and preferences exercised by them. ISTM is, therefore, requested to obtain the options for posting in Annexure-II. The options may be taken in a staggered manner so that the officers lower in the order of rank are also able to exercise options from the remaining vacancies other than those consumed by their seniors. ISTM is also requested to compile the data in MS excel format and forward the same to this Department by 23<sup>rd</sup> June, 2015.



(Parminder Singh)

Under Secretary to the Government of India

Tel:24642705

To,

1. Institute of Secretariat Training and Management,  
JNU (Old Campus),  
New Delhi.
2. Officers of Assistant Grade undergoing ADR-FTP
3. All participating Ministries/ Departments of CSS

Sl No.	Cadre Unit	Sanctioned Strength	Total Asstt. in position	<b>Annexure-I</b>	
				Vacancies	Number of DR Assistants proposed to be posted
1	Agriculture & Cooperation	223	241	-18	
2	Animal Husbandry, Dairying & Fisheries	27	24	3	3
3	Civil Aviation	131	73	58	29
4	Coal	36	30	6	5
5	Commerce	154	142	12	5
6	Consumer Affairs	28	27	1	1
7	Corporate Affairs	47	30	17	14
8	Culture	68	45	23	12
9	Defence	399	207	192	77
10	Earth Science	20	17	3	3
11	Environment & Forests	83	54	29	15
12	Expenditure	617	427	190	67
13	Fertilizers	85	59	26	13
14	Food & PD	122	88	34	14
15	Health & Family Welfare	300	231	69	24
16	Higher Education	277	176	101	35
17	Home Affairs	602	489	113	40
18	Industrial Policy & Promotion	175	154	21	8
19	Information & Broadcasting	373	285	88	31
20	Labour & Employment	194	176	18	7
21	Law & Justice	68	61	7	4
22	Mines	45	30	15	12
23	Minority Affairs	10	4	6	5
24	MSME	41	47	-6	
25	New & Renewable Energy	29	11	18	14
26	NITI Aayog	90	86	4	2
27	Personnel & Training	274	271	3	1
28	Petroleum & Natural Gas	48	36	12	10
29	Posts	125	92	33	13
30	Power	120	100	20	8
31	Road Transport & Highways	79	68	11	6
32	Rural Development	99	68	31	16
33	Science & Technology	80	59	21	11
34	Shipping	50	36	14	8
35	Social Justice & Empowerment	101	89	12	6
36	Steel	49	46	3	2
37	Supply Division	139	143	-4	
38	Telecommunications	115	101	14	7
39	Textiles	45	36	9	7
40	Tribal Affairs	24	14	10	8
41	UPSC	357	310	47	16
42	Urban Development	446	412	34	12
43	Water Resources	184	140	44	18
44	Women & Child Development	41	41	0	
45	Youth Affairs & Sports+Skill Development & Entrepreneurship	57	34	23	15
	<b>Total</b>	<b>6677</b>	<b>5310</b>	<b>1367</b>	<b>600</b>

**Annexure-II**

Proforma for giving options by DR Assistants for posting

Name of the Officer	
Rank in CGLE -2013	
Mobile No.	
e-mail	
Educational Qualifications	

Preferences for posting

Order of option	Please indicate the S.No. of Ministry/Department as given in Annexure-I
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Dated \_\_\_\_\_ June, 2015

Signature of the officer