

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

2nd Floor Lok Nayak Bhawan,
Khan Market, New Delhi – 110003
Dated: 24th August, 2015

Office Memorandum

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

The undersigned is directed to say that 536 direct recruit Assistants, selected on the basis of CGLE, 2013, are presently undergoing Foundational Training organized by Institute of Secretariat Training and Management at various training institutes. On conclusion of their training in the month of September, 2015, 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 direct recruit 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 from these Assistants for postings in Annexure-II. The options may be taken in a staggered manner and in such numbers 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 in soft copy to this Department by 28th August, 2015.



(Parminder Singh)

Under Secretary to the Government of India

Tel:24642705

To,

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

Annexure-I

ASSISTANTS' GRADE OF CSS

S.No.	Ministry/ Department	Sanctioned Strength	Vacancies	DR proposed to be posted
1	Agriculture & Cooperation	223	0	0
2	Animal Husbandry, Dairying & Fisheries	27	0	0
3	Civil Aviation	131	29	20
4	Coal	36	1	1
5	Commerce	154	7	5
6	Consumer Affairs	28	0	0
7	Corporate Affairs	47	3	3
8	Culture	68	11	8
9	Defence	399	107	74
10	Earth Sciences	20	0	0
11	Environment & Forests	83	14	10
12	Expenditure	617	111	77
13	Fertilizers	85	13	9
14	Food & Public Distribution	122	20	13
15	Health & Family Welfare	300	46	32
16	Higher Education	277	70	48
17	Home Affairs	602	66	45
18	Industrial Policy & Promotion	175	13	9
19	Information & Broadcasting	373	60	41
20	Labour & Employment	194	9	6
21	Law & Justice	68	3	3
22	Mines	45	4	3
23	Minority Affairs	10	1	1
24	MSME	41	0	0
25	New & Renewable Energy	29	4	3
26	NITI Aayog	35	0	0
27	Personnel & Training	274	14	10
28	Petroleum & Natural Gas	48	4	3
29	Posts	125	18	12
30	Power	120	12	8
31	Road Transport & Highways	79	5	4
32	Rural Development	99	13	9
33	Science & Technology	80	8	6
34	Shipping	50	6	4
35	Social Justice & Empowerment	101	5	4
36	Steel	49	1	1
37	Supply Division	139	0	0
38	Telecommunications	115	7	5
39	Textiles	45	2	2
40	Tribal Affairs	24	2	2
41	UPSC	357	27	18
42	Urban Development	446	22	15
43	Water Resources	184	24	16
44	Women & Child Development	41	0	0
45	Youth Affairs & Sports+Skill Development	57	8	6
Total			770	536

42/11/2014

Annexure-II

Proforma for giving options by DR Assistants for posting

Name of the Officer: (As in the result declared by SSC)	
Rank in CGLE -2013	
Mobile No.	
e-mail	

Preferences for posting

Order of option	Please indicate the S.No. of Ministry/Department as given in Annexure-I
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