

No.7/10/2015-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,
New Delhi- 110003.
Dated 22nd December, 2015,

Office Memorandum

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

The undersigned is directed to say that 358 direct recruit Assistant Section Officers, selected on the basis of CGLE, 2013 and 2014, are presently undergoing Foundational Training organized by Institute of Secretariat Training and Management. On conclusion of their training these officers will be posted to various participating Ministries/ Departments of Central Secretariat Services. The vacancies to be filled up in each Ministry/ Department is indicated in the statement at **Annexure-I**.

2. The Assistant Section Officers will be posted in the order of their rank in CGLE, 2013 and 2014 and preferences exercised by them. However, the persons with disabilities will be given precedence over others. ISTM, is therefore, requested to obtain the options from the officers in the format given 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 **29th December, 2015**.



(Parminder Singh)
Under Secretary to the Government of India
Tele: 24642705.

To,

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

Annexure-I

S. No.	Cadre	Vacancies proposed to be filled up
1	Agriculture & Cooperation	3
2	Animal Husbandry, Dairying & Fisheries	1
3	Civil Aviation	6
4	Coal	2
5	Commerce	4
6	Consumer Affairs	4
7	Corporate Affairs	4
8	Culture	5
9	Defence	35
10	Earth Science	1
11	Environment & Forests	4
12	Expenditure	32
13	Fertilizers	4
14	Food & Public Distribution	10
15	Health & Family Welfare	27
16	Higher Education	27
17	Home Affairs	40
18	Industrial, Policy & Promotion	13
19	Information & Broadcasting	10
20	Labour & Employment	1
21	Law & Justice	0
22	Mines	2
23	Minority Affairs	0
24	MSME	1
25	New & Renewable Energy	1
26	Niti Aayog	2
27	Personnel & Training	40
28	Petroleum & Natural Gas	4
29	Posts	7
30	Power	6
31	Road Transport & Highways	4
32	Rural Development	2
33	Science & Technology	1
34	Shipping	3
35	Social, Justice & Empowerment	2
36	Steel	2
37	Supply Division	1
38	Telecommunications	8
39	Textiles	3
40	Tribal Affairs	1
41	UPSC	12
42	Urban Development	3
43	Water Resources	4
44	Women & Child Development	8
45	Youth Affairs & Sports	8
	Total	358

Annexure – II

Proforma for giving options by Assistant Section Officers (DR) for posting

Name of the Officer	
Rank & Selection Year in CGLE	
Mobile No.	
e-mail	
Educational Qualification	

Preferences for Posting

Order of option	Please indicate the S.No. of Ministry/Department as given in Annexure – I
1.	
2.	
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Dated, the

December, 2015

Signature of the officer