

No.13/1/2022-CS.II (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS.II(B) Section

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 21<sup>st</sup> April, 2022

**OFFICE MEMORANDUM**

Subject: **Collection of vacancies in Junior Secretariat Assistant Grade for Limited Departmental Competitive Examinations (meant for MTSs) for the Select List years 2020 and 2021-reg.**

This Department is in the process of conducting Junior Secretariat Assistant Grade/Lower Division Grade Limited Departmental Competitive Examination (LDCE) for the Select List Years, 2020 and 2021. The examination shall be conducted by Staff Selection Commission. The MTSs, who have completed 3 years regular service and possessing qualification 10+2 are eligible to appear the LDCE as per the CSCS (Amendment) Rules, 2010.

2. In this regard, the exact number of vacancies of JSAs to be filled up through Limited Departmental Competitive Examination is to be informed to SSC to enable it to issue notification for conducting the examinations for 2020 and 2021.

3. The Cadre units of CSCS as in **Annexure-I** are, therefore, requested to furnish the vacancies of JSAs to be filled up under LDCE for the Select List Years 2020 and 2021 and ensure that the vacancies so reported are inter alia in conformity with the guidelines issued by this Department vide O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022. The information may please be furnished to this Division through email ([chowdhury.r13@nic.in](mailto:chowdhury.r13@nic.in)) latest by 30.04.2022 as per the format (**Annexure-II**) enclosed herewith. Even Nil vacancy report should also be furnished in the prescribed format as mentioned above.



(P. Bairagi Sahu)

Deputy Secretary to the Govt. of India

Tel:- 24622365

To

Dir/DS of CSCS cadre  
(As per Annexure-I)

**Annexure-I**

Sr. No.	Name of Min/Deptt.	Sanctioned strength of JSA as on 01.07.2020	Final sanctioned strength of JSA to be achieved.	Shortfall
1	Agriculture & FW	37	37	0
2	Civil Aviation	12	12	0
3	Coal	3	3	0
4	Commerce	32	32	0
5	Commerce (Supply Division)	6	6	0
6	Consumer Affairs	3	3	0
7	Corporate Affairs	4	4	0
8	Culture	8	8	0
9	Defence	35	35	0
10	DoP&T	27	27	0
11	DPIIT	31	31	0
12	<b>Earth Science **</b>	<b>4</b>	<b>3</b>	<b>1</b>
13	Education	23	23	0
14	Env. Forests and Clime Change	11	11	0
15	Expenditure	55	55	0
16	Fertilizers	8	8	0
17	Food and Public Distribution	12	12	0
18	Health & FW	36	36	0
19	Home Affairs	60	60	0
20	Housing & Urban Affairs	73	73	0
21	Information & Broadcasting	63	63	0
22	Jal Shakti (WR, RD &GR)	30	30	0
23	Jal Shakti (DWS)	2	2	0
24	Labour & Emp.	19	19	0
25	Legal Affairs	9	9	0
26	MSME	5	5	0
27	Mines	5	5	0
28	Petroleum & NG	4	4	0
29	<b>Ports, Shipping &amp; Waterways **</b>	<b>7</b>	<b>3</b>	<b>4</b>
30	Posts	12	12	0
31	Power	24	24	0
32	Road Transport & Highways	8	8	0
33	<b>Rural Development **</b>	<b>11</b>	<b>6</b>	<b>5</b>
34	Science & Technology	11	11	0
35	<b>Skill Dev. &amp; Entrepreneurship **</b>	<b>4</b>	<b>3</b>	<b>1</b>
36	Social Justice & Emp.	10	10	0
37	Statistics & Programme Implementation	7	7	0
38	Steel	5	5	0
39	Telecommunications	15	15	0
40	<b>UPSC **</b>	<b>51</b>	<b>39</b>	<b>12</b>
41	Women and Child Development	3	3	0
42	<b>Youth Affairs &amp; Sports **</b>	<b>6</b>	<b>4</b>	<b>2</b>
<b>TOTAL</b>		<b>791</b>	<b>766</b>	<b>25</b>

\*\* These Ministries/Department has not achieved 15% of the sanctioned strength as per the recommendation of the Cabinet taken in the 1<sup>st</sup> Cadre Review of CSS in the year 2003.

**Select List Year-2020**

S. No	Description							
1	<b>Name of Cadre Unit</b>							
2	Sanctioned Strength of JSA as on 01.07.2020 (Given in Annexure-I)							
3	Vacancies for SL-2020 (01.07.2020 to 30.06.2021)							
4	<b>Whether Sanctioned Strength reached at the level of 15% as on 03.10.2003</b>	<b>YES/NO</b>						
5	<b>If YES as reply to Sr. No. 4 above,</b> No. of vacancies for SQ (70% of Sr. No. 3 above)							
6	No. of vacancies for DE (30% of Sr. No. 3 above)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	<b>If NO as reply to Sr. No. 4 above,</b> abolish 85% of vacancies as stated in Sr. No. 3 above							
8	No. of vacancies for SQ [70% of Sr. No. (3-7)] as above							
9	No. of vacancies for DE [30% of Sr. No. (3-7)] as above	UR	SC	ST	Total	PH (out of total)		
						OH	VH	HH
10	Revised Sanctioned Strength, if any							

**Select List Year-2021**

S. No	Description							
1	<b>Name of Cadre Unit</b>							
2	Sanctioned Strength of JSA as on 01.07.2021 (Either as per Annexure-I or revised)							
3	Vacancies for SL-2021 (01.07.2021 to 30.06.2022)							
4	<b>Whether Sanctioned Strength reached at the level of 15% as on 03.10.2003</b>	<b>YES/NO</b>						
5	<b>If YES as reply to Sr. No. 4 above,</b> No. of vacancies for SQ (70% of Sr. No. 3 above)							
6	No. of vacancies for DE (30% of Sr. No. 3 above)	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
7	<b>If NO as reply to Sr. No. 4 above,</b> abolish 85% of vacancies as stated in Sr. No. 3 above							
8	No. of vacancies for SQ [70% of Sr. No. (3-7)] as above							
9	No. of vacancies for DE [30% of Sr. No. (3-7)] as above	UR	SC	ST	Total	PH(out of total)		
						OH	VH	HH
10	Revised Sanctioned Strength, if any							

**Certificate from Cadre Controlling Authority**

It is certified that approval of Additional Secretary / Joint Secretary of the Administration / Establishment has been taken for reporting the above stated vacancy position.

**Signature of Under Secretary (Admn.)  
(along with 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 OM No. 36012/5/97-Estt.(Res.)-Vol.II dated 20<sup>th</sup> 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 position should immediately be brought to the notice of the CS Division, DoP&T.
- (II) The SC/ST vacancies in the case of 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. [OM No. 36012/5/97-Estt.(Res)-Vol.II dated 20.07.2000]
- (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 mode of recruitment i.e. Reservation Roster should not be mixed with the vacancy / Recruitment Roaster.

## List for communication address

S. No.	Communication address
1	<b>US</b> (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	<b>US</b> (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	<b>US</b> (Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	<b>US</b> (Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	<b>US</b> (Admn.), M/o Commerce (Supply Division), Nirman Bhavan, New Delhi.
6	<b>US</b> (Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	<b>US</b> (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	<b>US</b> (Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	<b>US</b> (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	<b>US</b> (Admn.), DoP&T, North Block, New Delhi.
11	<b>US</b> (Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	<b>US</b> (Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	<b>US</b> (Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	<b>US</b> (Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	<b>US</b> (Admn.), D/o Expenditure, North Block, New Delhi.
16	<b>US</b> (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	<b>US</b> (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	<b>US</b> (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	<b>US</b> (Admn.), M/o Home Affairs, North Block, New Delhi.
20	<b>US</b> (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	<b>US</b> (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	<b>US</b> (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	<b>US</b> (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 <sup>th</sup> Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	<b>US</b> (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	<b>US</b> (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	<b>US</b> (Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	<b>US</b> (Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	<b>US</b> (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	<b>US</b> (Admn.), M/o Ports, Shipping & Waterways, Transport Bhavan, I-Parliament Street, New Delhi-110001
30	<b>ADG</b> (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
31	<b>US</b> (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
32	<b>US</b> (Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
33	<b>US</b> (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
34	<b>US</b> (Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
35	<b>US</b> (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
36	<b>US</b> (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	<b>US</b> (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001
38	<b>US</b> (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
39	<b>US</b> (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
40	<b>US</b> (Admn.), UPSC., Dholpur House, Shahjahan Road, New Delhi
41	<b>US</b> (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
42	<b>US</b> (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
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**Office Memorandum**

Subject : Reservation in promotions – procedure to be followed prior to effecting reservations in the matter of promotions by all departments of the Central Government.

The undersigned is directed to bring to your notice the judgement dated 28.01.2022 of the Supreme Court of India in the case of **Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors.** (Civil Appeal No. 629 of 2022 arising out of SLP (C) No. 30621 of 2011) and other connected matters. Pursuant to this judgement, the Ld. Attorney General for India has rendered his considered opinion in the matter.

2. In the judgement dated 28.1.2022, the Supreme Court has set out the conditions that are to be satisfied by the Government for the purpose of implementing the policy of reservation in promotions. These conditions are :

- (i) Collection of quantifiable data regarding inadequacy of representation of Scheduled Castes and Scheduled Tribes;
- (ii) Application of this data to each cadre separately; and
- (iii) If a roster exists, the unit for operation of the roster would be the cadre for which the quantifiable data would have to be collected and applied in regard to the filling up of the vacancies in the roster.

This judgement currently holds the field.

3. All the Ministries/Departments are required to ensure that the above conditions are complied with before implementing the policy of reservation in promotions and carrying out any promotions based thereon.

4. For this purpose, all Ministries/Departments are also required to ensure the following:

- (a) In terms of DoPT OM No.43011/153/2010-Estt (Res.) dated 4.1.2013, the Liaison Officer shall ensure that the reservation rosters are strictly maintained as per the instructions/guidelines, laid down in DoPT OM No. 36012/2/96-Estt (Res.), dated 2.7.1997.
- (b) In order to ensure maintenance of efficiency of administration, the DPC shall carefully assess the suitability of the officers, being considered for promotion.



(c) The Appointing Authority shall issue the appointment/promotion orders only after satisfying itself that the conditions mentioned in paragraph 2 and sub-para (a) & (b) of this paragraph have been fully complied with.

5. Since the **Jarnail Singh** batch of cases is pending in the Supreme Court of India, any promotion order issued shall be subject to further orders that may be passed by the Supreme Court in the said batch of cases.

6. All Ministries/Departments are requested to urgently bring these instructions to the notice of all their attached/subordinate offices as also the Public Sector Undertakings and Statutory Bodies etc. for adherence and strict compliance.

  
(Sandeep Saxena)

Deputy Secretary to the Govt. of India

To

1. The Secretaries of all the Ministries/Departments of the Govt. of India for ensuring strict compliance of the above instructions.
2. The Secretary, Department of Financial Services, New Delhi.
3. The Secretary, Department of Public Enterprises, New Delhi.
4. The Secretary, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
5. The Secretary, Union Public Service Commission
6. The Secretary, Staff Selection Commission
7. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
8. Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Niti Ayog
9. National Commission for Scheduled Castes, Lok Nayak Bhawan, New Delhi
10. National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi
11. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R. K. Puram, New Delhi
12. The Director, ISTM.
13. NIC, DoPT with the request to upload the same on the website of the Department.