

Most Immediate

No.5/15/2010-CS.II(A)
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel & Training

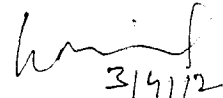
Lok Nayak Bhavan, New Delhi-110003.
Dated the 3rd April 2012

OFFICE MEMORANDUM

Subject:- Reporting of vacancies in the Grade of Private Secretary (PS) of CSSS for the Select List Years 2010 - reg.

In supersession of the instructions contained in para 2 of this Department's OM of even number dated 29.9.2011 on the above mentioned subject, all the Cadre Units of CSSS are requested to reassess expeditiously the normal vacancies (due to voluntary retirement/superannuation/deputation/resignation / expiry during the period 1.7.2010 to 30.6.2011) that arose in the PS Grade of CSSS in the Select List Year 2010 and report the same in the prescribed proforma. The number of normal vacancies that arose on account of promotion of PS to PPS Grade in the Select List 2010 have been assessed by this Department and details of the same are available in the Annexure I to this OM. These vacancies may be taken into account while calculating the above mentioned normal vacancies. Further, the total number of vacancies earmarked for SQ as well as Departmental Examination Quota are to be indicated in the ratio of 2:1 after adding the carry forward unfilled SQ/DE vacancies of all previous years (except DE vacancies for S.L. 2009 as these have been already reported by the Cadre Units) as per the existing CSSS Rules with due representation to SC/ST. The vacancies in the PS Grade on account Cadre Review may be calculated in a manner indicated in Column 10 of the prescribed proforma (Annexure II) and furnished to this Department with category-wise break-up (viz Gen/SC/ST).

2. The above information may be furnished in the prescribed proforma (Annexure II) latest by 16-04-2012 so that firm number of DE vacancies for the Select List Year 2010 in the Grade of PS is made available to UPSC for revival of SO/PS LDCE and to initiate action for preparation of Select List (SQ) of PS Grade for the year 2010.



(Kameshwar Mishra)

Under Secretary to the Government of India
Tel.No. 24623157

To

All Cadres Units of CSSS.
US(Admn) by name

Annexure - I

List of Normal vacancies occurring due to Promotion SL2010

S.No.	Cadre Units	Normal vacancies due to promotion
1	Agri & Coop	Nil
2	Civil Aviation	1
3	Coal	1
4	Commerce	4
5	Consumer Affairs	Nil
6	Corporate Affairs	Nil
7	Culture	Nil
8	Defence	1
9	DOP&T	1
10	Earth Science	Nil
11	Env & Forests	3
12	Expenditure	9
13	Fertilizers	1
14	Food & PD	1
15	Health & FW	5
16	Home Affairs	9
17	HRD	3
18	I&B	2
19	IP&P	1
20	Labour	Nil
21	Legal Affairs	3
22	Mines	Nil
23	Minority Affairs	1
24	MSME	1
25	Petroleum & NG	Nil
26	Planning Commission	4
27	Posts	2
28	Power	1
29	RTH	1
30	Rural Dev.	2
31	S&T	1
32	Shipping	2
33	SJ&E	1
34	Steel	2
35	Supply	1
36	Telecom	2
37	UPSC	Nil
38	Urban Dev.	1
39	Water Res.	1
40	Women & CD	Nil
41	Youth Aff. & Sports	Nil
	Total	68

Vacancy position for PS GRADE for the Select List Year 2010

1.	Cadre Unit – Ministry/Department				
2.	Select List Year				<u>2010</u> <u>(01.07.2010 to 30.06.2011)</u>
3.	Number of retirements during select list year. (attach list of officers along with their SL year & date of retirement)				
4.	Number of vacancies likely to arise during the year on account of deputation, long leave, resignation, premature/voluntary retirements and death etc. (attach list of officers along with their SL year & date)				
5.	Unfilled vacancies (carry forward, if any) of previous years (except DE vacancies reported to DoP&T of SL 2009) (with detail)				
6.	Number of vacancies on account of promotions as indicated vide Annexure I				
7.	Normal vacancies : {3+4+5+6}				
8.	Normal Vacancies (Seniority Quota) (67% of row 7)	Gen	SC	ST	Total
9.	Normal Vacancies LDCE Quota (33% of row 7)	Gen	SC	ST	Total
10.	Vacancies due to cadre review(SQ) (100%) {Vacancies due to promotion of PS to PPS vide order dated 20.3.2012} + {no. of upgraded posts of PS as communicated vide OM No.20/51/2009-CS.II (A)(Vol.II) dated 25.2.2011} – {vacancies indicated in col 6 above}	Gen	SC	ST	Total
11.	Number of official who have been covered in the previous zone issued by the DoP&T but could not be promoted (with reasons)	<u>Gen</u>	<u>SC</u>		<u>ST</u>

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 CSSS 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. 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)

(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 for 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.