

File No. 12/4/2022-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
CS.II(B) Section

3rd Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003

Dated 19th September, 2022

**OFFICE MEMORANDUM**

Subject:- Zone of Consideration for inclusion of Junior Secretariat Assistant of SL Years 2010 to 2013 in the Select Lists of Senior Secretariat Assistant of CSCS for the Select List Years 2018 to 2021 against Seniority Quota-reg.

The undersigned is directed to refer to this Department's OM No. 12/1/2022-CS.II(B) dated 21.05.2022 on subject mentioned above and Staff Selection Commission's letter no. HQ-PPII010(9)/1/2022-PP\_II dated 31.08.2022 (copy enclosed). As on date, out of the 42 cadre units of CSCS, the requisite information from 17 cadre units has been received and the requisite information from 25 cadre units has not been received [**Annexure-I**].

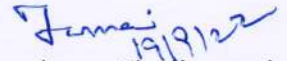
2. While issuing the above OM dated 21.05.2022, this Department has not sought the certificate for cadre controlling authority and the certificate for Liaison Officer for UD Grade LDCE, 2018 to 2021 in terms of OM No. 36012/16/2019-Estt.(Res) dated 12.04.2022. In para 4(a) of the said OM, all the Ministries / Departments have been directed to ensure that:-

*" In terms of DoPT OM No. 43011/53/2010-Estt.(Res) dated 04.01.2013, the Liaison Officer shall ensure that the reservation roster are strictly maintained as per the instructions/guidelines, laid down in DoPT OM No. 36012/2/1996-Estt.(Res.) dated 02.07.1997."*

3. In view of above, the 17 cadre units of CSCS who have already intimated the vacancies for UD Grade LDCE, 2018 to 2021 are now requested to furnish the Certificate of the Cadre Controlling Authority as per **Annexure-III** and the Certificate of the Liaison officer as per **Annexure-IV**. The remaining 25 cadre units who have not provided the vacancies for UD Grade LDCE, 2018 to 2021 are requested to forward requisite information as requested vide Annexure-II (as per OM No. 12/1/2022-CS.II(B) dated 21.05.2022), Annexure-III and Annexure-IV by 25.09.2022.

4. The information may also be furnished to this Department through email at jayashree.c@nic.in .

Encl. (1)



(Jayashree Chellamani)

Under Secretary to the Govt. of India

Telefax:- 011-24623157

Email: jayashree.c@nic.in

To

US(Admn.) of CSCS  
(List enclosed)

CNO. 2448788/22/USK(SII)  
05-09-2022

		F.No. HQ-PPII010(9)/1/2022-PP_II Date:-31.08.2022
भारत सरकार, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग, कर्मचारी चयन आयोग, ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली 110003-.		Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003.

File No. 12/4/2022-CS.II(B) (Computer No. 3168833)

To,

The Nodal Officers(As per Annexure)

**Subject:- Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2018, 2019, 2020 & 2021-regarding**

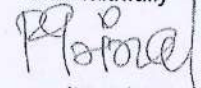
Madam/Sir,

I am directed to refer to the subject mentioned above and to say that the Notice(s) for conduct of SSA/UDC Grade Limited Departmental Competitive Examination for the years, 2018, 2019, 2020 & 2021 is likely to be published soon.

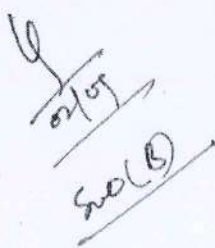
2. You are, therefore, requested to confirm year-wise participation of your Ministry/Department/Organization in the aforesaid examination and to provide the Recruitment Rules/Standing Orders, etc so that provisions/clauses thereof may be included in the Notice of Examination. Further, you are requested to report category-wise vacancy for each year in which your Ministry/Department/Organization proposes to participate. The requisite confirmation along with the vacancy may kindly be provided to the Commission at the earliest.

3. It is further brought to your notice that if no communication is received from your Ministry/Department/Organization by 30.9.2022, it will be presumed that your Ministry/Department/Organization will not participate in the aforesaid examination.

Yours faithfully

  
(M. Mrinal)

Under Secretary to the Govt. of India



82

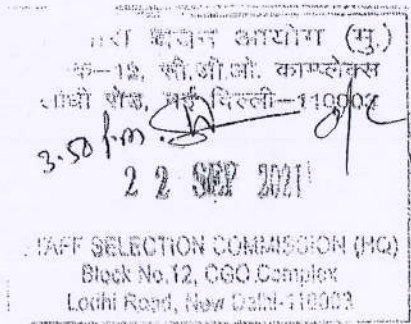
## Annexure-I

## Upper Division Clerk Grade Limited Departmental Competitive Examination, 2017

Shri Bhagirath Jha, Under Secretary, Department of Personnel & Training, CS.II (B) Section, 3 <sup>rd</sup> Floor, Lok Nayak bhawan, Khan Market, New Delhi-110003	Shri T P Sharma OSD Central Vigilance Commission, Satarkta Bhawan, GPO Complex, Block-A, INA, New Delhi-110023.	Ms. Arti Singh Lal Under Secretary (Admn-IV) M/o Railway, Railway Board, Rail Bhawan, New Delhi-110001
Shri O M Prakash Under Secretary (Admn-I) M/o Tourism Privahan Bhavan, Sansad Marg New Delhi 110001	Shri Sharad Divedi, Under Secretary, M/o Parliamentary Affairs, 92, Parliament House, Sansad Marg, New Delhi - 110001	Shri Jitendra Kumar DY. CAO (MPR) M/o Defence (O/o the JS (TRG) & CAO)-AFHQ, Room No. 174, 'E' Block, Dara Shukoh Road, New Delhi-11
Shri B. C. Patra, Secretary, Election Commission of Indian, Nirvachan Sadan, Ashoka, Road, New Delhi - 110001	Shri S P Rawat, Deputy Registrar (Estt.) Central Administrative Tribunal, 61/35, Copernicus, Marg, New Delhi - 110001	Ms. Soumya Gupta, Under Secretary (Cadre Cell), M/o External Affairs, Room No. 4092, B-Wing, Jawahar Lal Nehru Bhawan, 23-D, Janpath, New Delhi.
Ms. Rita Dev, Administrative Officer Central Hindi Directorate M/O HRD West Block No. 7, R. K. Puram, New Delhi - 66.	Shri Jagdish Kumar, Under Secretary (FE), M/o Environment, Forests & Climate Change, 6 <sup>th</sup> Floor, Jalwing, Indra Prayavaran Bhawan, Ali Ganj, Jor Bagh Road, New Delhi - 110003	

File No.

1274/2022-CS.II(B) (Computer No. 5108859)



## Annexure-I

S. No.	Name of Ministry/Deptt.
1	Civil Aviation
2	Coal
3	Corporate Affairs
4	Defence
5	Env. Forests and Climate Change
6	Expenditure
7	Food and Public Distribution
8	Jal Shakti (WR, RD&GR)
9	Jal Shakti (Drinking Water and Sanitation)
10	Labour & Employment
11	Petroleum and Natural Gas
12	Posts
13	Power
14	Road Transport & Highways
15	Steel
16	Telecommunications
17	Youth Affairs & Sports

S. No.	Name of Ministry/Deptt.
1	Agriculture, Coop & Farmers Welfare
2	Commerce
3	Commerce(Supply Division)
4	Consumer Affairs
5	Culture
6	DoP&T
7	DPIIT
8	Earth Science
9	Education
10	Fertilizers
11	Health & Family Welfare
12	Home Affairs
13	Housing & Urban Affairs
14	Information & Broadcasting
15	Legal Affairs
16	Micro, Small & Medium Enterprises
17	Mines
18	Ports, Shipping & Waterways
19	Rural Development
20	Science and Technology
21	Skill Development & Entrepreneurship
22	Social Justice and Empowerment
23	Statistics & Programme Implementation
24	Union Public Service Commission
25	Women and Child Development

Annexure-III

Format of certificate of UD Grade LDCE, 2018-2021

Certificate from Cadre Controlling Authority

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

Signature of Under Secretary (Admn.)  
(Along with official seal)

Annexure-IV

Format of Liaison Officer Certificate for UD Grade LDCE, 2018 to 2021

Certificate of the Liaison officer

Certified that the Post Based Reservation Roster (PBRR) for the post of Senior Secretariat Assistant(CSCS), for reporting vacancies in the grade of SSA under Limited Departmental Competitive Examination Quota (LDCE) for the Select List Years 2018 to 2021 maintained by the cadre authority is in accordance with Department of Personnel and Training's OM No. 36012/16/2019-Estt.(Res.) dated 12.04.2022 and the Hon'ble Supreme Court's judgement dated 28.01.2022 (Jarnail Singh and Ors Vs. Lachimi Narain Gupta & Ors in Civil Appeal No. 629 of 2022 (arising out of SLP(C) No. 30621 of 2011).

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicapped persons for UD Grade LDCE, 2018 to 2020 and for reporting vacancies for UD Grade LDCE, 2021, the cadre authority has followed the guidelines on reservation in promotion to PwBDs as contained in para 11 of the O.M. No. 36012/1/2020-Estt.(Res.II) dated 17.05.2022

(Signature)  
(Please put seal of Liaison Office)

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

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