

MOST IMMEDIATE

No.5/8/2012-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training


3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Date: 27th September, 2012.

OFFICE MEMORANDUM

Subject: Compilation of vacancies in the Personal Assistant (PA) grade of CSSS for the Select List Year-2011.

The undersigned is directed to say that CSSS Rules, 2010 provide for recruitment in the grade of Personal Assistant in the ratio of 1 : 1 [50% for Seniority Quota (SQ) and 50% for Limited Departmental Competitive Examination (LDCE)]. Accordingly, it has been decided that Select List of PAs for the year 2011 will be prepared as per CSSS Rules, 2010 and vacancies arisen on account of retirement and promotion in the PA Grade and Stenographer Grade 'D' from the SL year 2011 onwards will be assessed centrally by this Department for which post based reservation rosters (PBRRs) will be maintained in this Department. In order to calculate the exact number of vacancies arisen due to other reasons such as deputation, resignation, pre-mature retirement, death, absorption, etc., additional information will, however, have to be sought from the Cadre Units of CSSS.

2. Since the PBRRs in the said grades are being prepared centrally in this Department for the first time, the information regarding name, category, date of birth, select list year, CSL number, mode of appointment, etc. in respect of officials of these grades should be available with this Department. For compilation of this information, some proformae have been devised which are enclosed as Annexures I-VII to this O.M. As such, all the Cadre Units are requested to furnish the requisite information properly in the prescribed Annexures to this Department positively by **19.10.2012** so as to enable this Department to prepare the PBRRs in respect of PA Grade and Stenographer Grade 'D' of CSSS and calculate the vacancies in the PA Grade for the Select List Year 2011.


27/9/12

(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To

The Under Secretary(Admn.) of all Cadres Units of CSSS.

ANNEXURE-I TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

VACANCIES IN PERSONAL ASSISTANT GRADE FOR THE SELECT LIST YEAR – 2011
(FROM 1ST JULY 2011 TO THE 30TH JUNE 2012)

(POSITION AS ON 27.9.2012)

1	Name of the Cadre Unit				
2	Sanctioned Strength of PAs as fixed vide DOPT's O.M. No.20/51/2009-CS.II(A) (Vol.II) dated 25.2.2011.				
3	Number of posts of PAs en-cadred in CSSS with the approval of DOPT (along with a copy of approval) subsequent to O.M. dated 25.2.2011.				
4	Number of posts of PAs de-cadred/abolished during the select list year (along with a copy of order) .				
5	Number of regular PAs working as PSs on ad-hoc basis in the Cadre Unit (Annexure-II) .	Gen	SC	ST	Total
6	Number of regular PAs (excluding the number of PAs working as PS on ad-hoc basis) working in the Cadre Unit (Annexure-III) .	Gen	SC	ST	Total
7	Number of Steno Grade 'D' working as PAs on ad-hoc basis in the Cadre Unit (Annexure-IV) .	Gen	SC	ST	Total
8	Number of Steno Grade 'D' (excluding the number of Steno Grade 'D' working as PAs on ad-hoc basis) in the Cadre Unit (Annexure-V) .	Gen	SC	ST	Total
9	Number of regular PAs who joined on reversion from deputation during the select list year. (attach list of officers indicating their names, date of birth, CSL numbers, category and SL year)				
10	Number of regular PAs who went on deputation during the select list year. (attach list of officers indicating their names, date of birth, CSL numbers, category and SL year)				
11	Number of PAs who resigned, retired pre-maturely, died, absorbed, etc. during the Select List Year. (attach list of the officers indicating their names, date of birth, CSL numbers, category and SL year along with date)				

Signature of Under Secretary(Admn.)

Name:

Stamp

ANNEXURE-II TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF PAs WORKING AS PSs ON AD-HOC BASIS IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 27.9.2012)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Mode of appointment in PA grade (DR/SQ/LDCE)	Parent Cadre of transferred Officers, wherever applicable

Note: The PAs who had been appointed on their own merit in PA Grade and not due to reservation, their details may be indicated properly

Signature of Under Secretary(Admn.)
Name:
Stamp:

ANNEXURE-III TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF REGULAR PAs (EXCLUDING PAs WHO ARE WORKING AS PSs ON AD-HOC BASIS) IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 27.9.2012)

SL. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Mode of appointment in PA Grade (DR/SQ/LDCE)	Parent Cadre of transferred Officers, wherever applicable

Note: The PAs who had been appointed on their own merit in PA Grade and not due to reservation, their details may be indicated properly

**Signature of Under Secretary(Admn.)
Name:
Stamp:**

ANNEXURE-IV TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF STENOGRAPHERS GRADE 'D' WORKING AS PAs ON AD-HOC BASIS IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 27.9.2012)

Sl No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year (Steno D)	CSL number (Steno D)	Mode of appointment in Steno 'D' (DR/LDCE)	Parent Cadre of transferred Officers, wherever applicable

Note: The Steno Grade 'D' who had been appointed on their own merit in the grade and not due to reservation, their details may be indicated properly

Signature of Under Secretary(Admn.)
Name:
Stamp:

ANNEXURE-V TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF STENO GRADE 'D' (EXCLUDING STENO GRADE 'D' WHO ARE WORKING AS PAs ON AD-HOC BASIS) IN THE ASCENDING ORDER OF THEIR CSL NUMBER

(POSITION AS ON 27.9.2012)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Mode of appointment in Steno 'D' (DR/LDCE)	Parent Cadre of transferred Officers, wherever applicable

Note: The Steno Grade 'D' who had been appointed on their own merit in the grade and not due to reservation, their details may be indicated properly

Signature of Under Secretary(Admn.)
Name:
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ANNEXURE-VI TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF STENO GRADE 'D'/AD-HOC PAs (IN THE ASCENDING ORDER OF THEIR CSL NUMBER) WHO ARE YET TO BE RELIVED ON THEIR REGULAR PROMOTION AS PAs TO JOIN OTHER CADRE UNITS

(POSITION AS ON 27.9.2012)

SL No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Reasons for not relieving

Signature of Under Secretary(Admn.)
Name:
Stamp:

ANNEXURE-VII TO O.M. No.5/8/2012-CS-II(C) DATED 27.9.2012

PARTICULARS OF STENO GRADE 'D'/AD-HOC PAs (IN THE ASCENDING ORDER OF THEIR CSL NUMBER) WHO ARE YET TO JOIN IN THE CADRE FROM OTHER CADRE UNITS ON THEIR REGULAR PROMOTION AS PAs

(POSITION AS ON 27.9.2012)

Sl. No.	Name	Category (Gen/SC/ST/PH)	Date of Birth	Select List Year	CSL number	Cadre Unit from where transferred on promotion

Signature of Under Secretary(Admn.)
Name:
Stamp