

No. 4/5/2012-CS. II (A)
Government of India
Ministry of Personnel, Public Grievance and pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi-110003.
Dated the 19th June, 2012

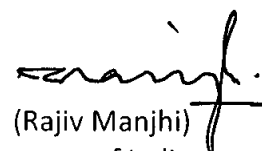
Office Memorandum

Subject:- Reporting of vacancies in the Grade of Private Secretary (PS) of CSSS for the Select List Year 2011 – reg.

The undersigned is directed to say that UPSC have decided to hold Combined SO/PS Limited Departmental Examination (LDCE), 2009, 2010 & 2011. For this purpose, furnishing of vacancy position in advance is a pre-requisite. Firm number of vacancies in the PS Grade for LDCE 2009 were intimated to UPSC on the basis of information furnished by the Cadre Units. Subsequently, Cadre Units were requested vide this Department's O.M. No. 5/15/2010-CS.II dated 03.04.2012 to intimate the vacancy for PS Grade for LDCE 2010, followed by a reminder dated 11.05.2012. However, some of the Cadre Units (Annexure-I) have yet to intimate the vacancies in the Grade for the Select List Year 2010. Cadre Units (As per Annexure-I) concerned are requested to expedite the reporting of firm number of vacancies for Select List Year 2010.

2. In addition to the above exercise, all the Cadre Units are requested to take necessary steps to calculate the tentative vacancy position of PS Grade for the Select List Year 2011 in the prescribed proforma (enclosed Annexure-II).

3. The above information may be furnished to this Department urgently so that firm number of DE vacancies for the Select List Year 2010 and tentative vacancy position for the Year 2011 are made available to UPSC at the earliest. Firm number of vacancies in respect of Select List Year 2011 may be reported by September, 2012.


(Rajiv Manjhi)

Deputy Secretary to the Government of India
Tel. No. 24622365

To
Joint Secretary (Admn.) of all Cadre Units of CSSS

Copy to:- CS.I (P), CS Division, DoP&T- w.r.t. their U.O. Note No. 21/12/2012- CS.I (P) dated 30-05-2012.

List of defaulting Cadre Units

1. MHA
2. Supply Division
3. Coal
4. Expenditure
5. P&NG
6. Women & Child Dev
7. Culture
8. Planning Commission
9. Corporate Affairs

Annexure - D

VACANCIES FOR PS GRADE FOR THE SELECT LIST YEAR 2011

1.	Cadre Unit – Ministry/Department				
2.	Select List Year (from 1 st July, of the year to the 30 th June of the following year)	<u>2011</u>			
3.	Total Number of duty posts as on 1 st July of the Select List year in PS Grade including total number of newly encadred posts during the Select List Year				
3(a)	Number of posts abolished during the select list year.				
4.	Number of officers in position. (officers on deputation to be excluded).	<u>Regular</u> (a)	<u>Adhoc</u> (b)		
5.	Number of regular officers likely to join on reversion from deputation during the select list year. (attach list of officers)				
6.(i)	Number of retirements during select list year. (attach list of officers alongwith date of retirement)				
6(ii)	Number of vacancies likely to arise during the year on account of promotions, fresh deputation, resignation, pre-mature retirements etc. (attach list of officers retiring, resigned etc. alongwith date)				
6(iii)	Unfilled vacancies for the Select List Year 2009 (DE) & 2010 already intimated to DOP&T				
7.	Size of select list: $[\{ (3+6(i)+6(ii)) - \{3(a) + 4(a)+5 + 6(iii)\}]$				
8	Number of Vacancies (on account of promotions, fresh deputation, resignation, pre-mature retirements etc.) earmarked for seniority Quota (67% of row 7)	Gen	SC	ST	Total
9	Number of Vacancies (on account of promotions, fresh deputation, resignation, pre-mature retirements etc.) earmarked for Limited Departmental Quota (33% of row 7)	Gen	SC	ST	Total

10.	Number of official who have been covered in the previous zone issued by the DoP&T but could not be promoted (with reasons)	<u>General</u>	<u>SC</u>	<u>ST</u>

Certificate from Cadre Controlling Authority

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

Signature of Under Secretary (Admn.)

alongwith 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 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.