

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,
Dated the 13th February, 2017

To,

The Director,
Institute of Secretariat Training & Management (ISTM),
JNU (Old Campus),
New Delhi.

Subject: Posting of direct recruit Assistant Section Officers undergoing Foundational Training organised by ISTM, New Delhi – options regarding.

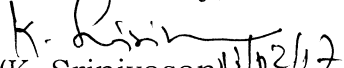
Sir/Madam,

I am directed to say that 120 direct recruit Assistant Section Officers, selected on the basis of CGLE 2013, 2014 and 2015, are presently undergoing Foundational Training organized by Institute of Secretariat Training and Management. On conclusion of their training these officers will be posted to various participating Ministries/Departments of Central Secretariat Services. The vacancies to be filled up in each Ministry/Department is indicated in the statement at **Annexure-I**.

2. The Assistant Section Officers will be posted in the order of their rank in CGLE 2013, 2014 and 2015 and preferences exercised by them. However, the persons with disabilities will be given precedence over others.

3. ISTM, is therefore, requested to obtain the options from the officers in the format given in **Annexure-II**. ISTM is also requested to compile the data in **MS Excel format** and forward the same in soft copy (ksrinivasan.89@nic.in) as well as in hard copy duly authenticated to this Department latest by **16th February, 2017** in respect of trainees undergoing Foundational Training programme at ISTM, Delhi and State ATIs viz. Chandigarh. The hard copy of the options exercised by the individual candidate need not to be sent to this Department.

Yours faithfully,


(K. Srinivasan) 13/2/17

Under Secretary to the Government of India

Tel: 24642705

Encl: As above

Copy to:-

Officers of Assistant Section Officer Grade undergoing ASO(DR)-FTP – through ISTM.

Annexure - I

Sl. No.	Ministry/Department (participating in CSS)	Vacancies proposed to be filled up
1	Agriculture & Cooperation	6
2	Animal Husbandry, Dairying & Fisheries	0
3	Ayush	0
4	Civil Aviation	4
5	Coal	1
6	Commerce	2
7	Consumer Affairs	0
8	Corporate Affairs	0
9	Culture	0
10	Defence	5
11	DONER	0
12	Earth Science	0
13	Environment & Forest	1
14	Expenditure	6
15	Fertilizers	3
16	Food & Public Distribution	1
17	Health & Family Welfare	2
18	Higher Education	2
19	Home Affairs	10
20	Industrial, Policy & Promotion	2
21	Information & Broadcasting	2
22	Labour & Employment	0
23	Law & Justice	0
24	Micro, Small & Medium Enterprise	0
25	Mines	0
26	Minority Affairs	4
27	New & Renewable Energy	1
28	Niti Aayog	1
29	Personnel & Training	14
30	Petroleum & Natural Gas	0
31	Posts	13
32	Power	1
33	Road Transport & Highways	0
34	Rural Development	1
35	Science & Technology	0
36	Shipping	1
37	Skill Development & Entrepreneurship	0
38	Social, Justice & Empowerment	13
39	Steel	1
40	Supply Division	1
41	Telecommunications	6
42	Textiles	0
43	Tribal Affairs	0
44	UPSC	3

45	Urban Development	7
46	Water Resources	6
47	Women & Child Development	0
48	Youth Affairs & Sports	0
		120

* the vacancies are tentative in nature and subject to change

Annexure-II

Proforma for giving options by Assistant Section Officers (DR) for posting

Name of the Officer	
Rank & Selection Year in CGLE	
Mobile Number	
e-mail	
Education Qualification	

Preferences for posting

Order of option	Please indicate the Sl.No. of Ministry/Department as given in Annexure-I
1	
2	
3	
4	
5	
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7	
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9	
10	
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Dated, the ~~October, 2016~~ February, 2017

Signature of the officer