

F.No.13/1/2022-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

Third Floor, Loknaya Bhawan
Khan Market, New Delhi- 110003
Dated: 20.02.2023

OFFICE MEMORANDUM

Subject: Collection of vacancies for Junior Secretariat Assistant Grade for Limited Departmental Competitive Examination (meant for MTSs) for the Select List years 2020 and 2021-reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 21.04.2022 (**copy enclosed**) vide which the cadre units of CSCS were requested to furnish the vacancies of JSAs to be filled up under LDCE for the Select List Years 2020 and 2021 and to ensure that the vacancies so reported are inter alia in conformity with the guidelines issued by this Department vide O.M. No.36012/16/2019-Estt.(Res.) dated 12.04.2022.

2. 24 cadre units (**Annexure-I**) and 25 cadre units (**Annexure-II**) have not yet furnished the vacancies for SLY 2020 and 2021, respectively. Further, the 18 cadre units (**Annexure-III**) that have furnished the vacancies for JSA Grade LDCE 2020 and 2021 have not enclosed the Certificate of Liaison Officer in accordance with this Department's O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

3. The Cadre units of CSCS as in **Annexure-I** and **II** are, therefore, requested to furnish the vacancies of JSAs to be filled up under LDCE for the Select List Years 2020 and 2021 along with the Certificate of Liaison Officer (**Annexure-V**), duly signed and affixed with seal to ensure that the vacancies so reported are inter alia in conformity with the guidelines issued by this Department vide O.M. No.36012/16/2019-Estt.(Res.) dated 12.04.2022. Even Nil vacancy report should be furnished alongwith the Certificate of Liaison Officer.

4. The Cadre units of CSCS as in **Annexure-III** are requested to furnish the Certificate of Liaison Officer (**Annexure-V**), duly signed and affixed with seal, confirming that the PBRR in respect of the year for which the vacancies have been reported, has been prepared/maintained in accordance with this Department's O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

5. The Cadre units of CSCS as in **Annexure-IV** are requested to furnish the Certificate of Cadre Controlling Authority along with the Certificate of Liaison Officer (**Annexure-V**) in accordance with this Department's O.M. No. 36012/16/2019-Estt.(Res.) dated 12.04.2022.

6. The information may be furnished to this Department positively by 24.02.2023.

Encl:(1)


(Vinay Kumar)

Under Secretary to the Govt. of India
Tel.24654020

To,
Under Secretary of CSCS cadre
(As per Annexure-VI)

Annexure-I

Sr. No.	Name of Ministry/Deptt.
1	Coal
2	Commerce
3	Commerce (Supply Division)
4	Consumer Affairs
5	DoP&T
6	Corporate Affairs
7	DPIIT
8	Earth Science
9	Fertilizers
10	Home Affairs
11	Housing & Urban Affairs
12	Information & Broadcasting
13	Jal Shakti (WR, RD&GR)
14	Petroleum and Natural Gas
15	Ports, Shipping & Waterways
16	Road Transport & Highways
17	Rural Development
18	Science and Technology
19	Skill Development & Entrepreneurship
20	Social Justice and Empowerment
21	Steel
22	Telecommunications
23	Union Public Service Commission
24	Women and Child Development

Sr. No.	Name of Ministry/Deptt.
1	Coal
2	Commerce
3	Commerce (Supply Division)
4	Consumer Affairs
5	DoP&T
6	Corporate Affairs
7	DPIIT
8	Earth Science
9	Fertilizers
10	Home Affairs
11	Housing & Urban Affairs
12	Information & Broadcasting
13	Jal Shakti (WR, RD&GR)
14	Petroleum and Natural Gas
15	Ports, Shipping & Waterways
16	Posts
16	Road Transport & Highways
18	Rural Development
19	Science and Technology
20	Skill Development & Entrepreneurship
21	Social Justice and Empowerment
22	Steel
23	Telecommunications
24	Union Public Service Commission
25	Women and Child Development

Annexure-III

Sr. No.	Name of Ministry/Deptt.
1	Agriculture, Coop & Farmers Welfare
2	Civil Aviation
3	Culture
4	Defence
5	Education
6	Env. Forests and Climate Change
7	Expenditure
8	Food and Public Distribution
9	Health & Family Welfare
10	Jal Shakti (Drinking Water and Sanitation)
11	Labour & Employment
12	Legal Affairs
13	Micro, Small & Medium Enterprises
14	Mines
15	Power
16	Youth Affairs & Sports
17	Posts*
18	Statistics & Programme Implementation

*D/o Posts have not furnished vacancies for SLY 2021

S.N.	Name of Ministry/Department
1	Culture
2	Environment, Forests and Climate Change
3	Labor and Employment
4	Posts
5	Youth Affairs and Sports

Format of certificate for Clerk Grade/JSA Grade LDCE, 2020

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)

Format of certificate for Clerk Grade/JSA Grade LDCE, 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)

Format of Liaison Officer Certificate for Clerk Grade/JSA Grade LDCE, 2020

Certificate of the Liaison Officer

Certified that the Post Based Reservation Roster for the post of Junior Secretariat Assistant (CSCS), for reporting vacancies in the grade of JSA under Departmental Examination quota, for the Select List Year 2020 (period from 01.07.2020 to 30.06.2021) maintained by the cadre authority is in accordance with Department of Personnel and Training's O.M. No.36012/16/2019-Estt(Res.) dated 12.04.2022 and Hon'ble Supreme Court's Order dated 28.01.2022 (Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors. (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.

(Signature)
(Please put seal of Liaison Officer)

Format of Liaison Officer Certificate for Clerk Grade/JSA Grade LDCE, 2021

Certificate of the Liaison Officer

Certified that the Post Based Reservation Roster for the post of Junior Secretariat Assistant (CSCS), for reporting vacancies in the grade of JSA under Departmental Examination quota, for the Select List Year 2021 (period from 01.07.2021 to 30.06.2022) maintained by the cadre authority is in accordance with Department of Personnel and Training's O.M. No.36012/16/2019-Estt(Res.) dated 12.04.2022 and Hon'ble Supreme Court's Order dated 28.01.2022 (Jarnail Singh and Ors. V. Lachhmi Narain Gupta and Ors. (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.

(Signature)

(Please put seal of Liaison Officer)

Annexure-VI

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 th Floor, Pt. Deendayal Antoyadaya 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.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
29	US (Admn.), M/o Ports, Shipping & Waterways, Transport Bhavan, 1-Parliament Street, New Delhi-110001
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 Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-I 10001
36	US (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
37	US (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-I 10001
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
