

Reminder-IV

No.13/3/2011-CS-II (B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: the 19th April, 2012.


OFFICE MEMORANDUM

Subject:- Lower Division Grade Limited Departmental Competitive Examination for Group 'C' Staff 2012.

The undersigned is directed to refer to this Department's O.M. of even number dated 18.1.2012 followed by reminders dated 6.2.2012, 17.02.2012 and 30.03.2012 by which all the CSCS cadre units were requested to intimate vacancy position for the above mentioned Examination in the prescribed proforma. Some of the cadre units have not furnished the vacancy position so far and some have reported vacancies in the earlier proforma.

2. The concerned Ministries/Departments are again requested to report the vacancies in the revised prescribed proforma (a copy of the revised proforma is enclosed herewith for ready reference) at the earliest without further delay.

Encl. As above.


(Kameshwar Mishra) 19/4/12
Under Secretary to the Govt. of India
Tel.: 24623157

To

As per list attached.

The Ministries/Departments from whom information has either not been received or has been received in earlier performa.

- 1 M/o Coal, (US, Admn.) , Shastri Bhwan, New Delhi
- 2 M/o Culture, (US, Admn.) , Shastri Bhwan, New Delhi
- 3 Civil Aviation, (US, Admn.), Raji Gandhi Bhawan, New Delhi
- 4 DOP&T. (US, Admn.), North Block, New Delhi
- 5 D/o Expenditure, (US, Admn.) , North Block, New Delhi
- 6 D/o Food & PD, (US, Admn.) Krishi Bhawan, New Delhi
- 7 M/o Home Affairs, (US, Admn.) , North Block, New Delhi
- 8 M/o Minority Affairs, (US, Admn.), CGO Complex, Lodi Road, New Delhi
- 9 M/o Petroleum & Natural Gas, (US, Admn.) , Shastri Bhwan, New Delhi
- 10 M/o Rural Development, (US, Admn.), Krishi Bhawan, New Delhi
- 11 D/o Sec. & Higher Education, (US, Admn.) , Shastri Bhwan, New Delhi
- 12 M/o Steel, (US, Admn.) , Udyog Bhwan, New Delhi

**VACANCIES FOR LOWER DIVISION GRADE LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION FOR GROUP 'C' STAFF 2012**

1	Cadre									
2	Select List Year (from 1 st July, of the year to the 30 th June of the following year)									
3	Total Number of duty posts as on 1 st July of the Select List Year in LDC Grade									
3(a)	Number of posts abolished during the Select List Year									
4	Number of officer in position, (officers on deputation to be excluded)	<u>Regular</u> (a)				<u>Ad-hoc</u> (b)				
5	Number of regular officers likely to join on reversion from deputation during the Select List Year (attached 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)									
7	Size of Select List [3+6(I) + 6(II) – {3(a)+4(a)+5}]									
8	Number of vacancies earmarked for departmental examination quota (30% of row 7)	Gen.	OBC	PH			Ex-Ser.	SC	ST	Total
				HH	OH	VH				
9	Number of vacancies earmarked for Seniority Quota (70% of row 7)									

Certificate from Cadre Controlling Authority

- (i) It is certified that approval of Additional Secretary/ Joint Secretary of Administration / Establishment has been taken for reporting above stated vacancy position.
- (ii) The information indicated in respect of number of vacancies for LDC for Hindi Medium LDC has been reported keeping in view the instructions issued by the Department of Official Language regarding percentage of Hindi Medium LDC.

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 CSCS 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 indicted above by the cadre authority is correct.

2. It is also certified that cadre authority has followed instructions for reporting vacancies for Physical Handicaps.
3. 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)
(Please put seal of Liaison Officer)

Note:

- (I) Any changes 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 being filled up the determining the 50% reservation for total number of vacancies for a year.[O.M. No.36012/5/97-Estt.(Res)Vol.II dated 20.07. 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 number of vacancies to be filled from different mode of recruitment i.e. Reservation Roster should not be mixed with the vacancy/Recruitment Roaster.