

REMINDER-I

No.12/3/2015-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-110003
Dated: 23rd October, 2015


OFFICE MEMORANDUM

Subject: Upper Division Clerk Grade Limited Departmental Competitive Examination 2015-Intimation of vacancies for SLY-2015 -regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 13.08.2015 and 28.08.2015 on the subject mentioned above and to say that out of 41 cadre units, 20 cadre units (As per Annexure) have not intimated the requisite vacancy position for UD Grade Limited Departmental Competitive Examination -2015.

2. The concerned cadre units are, therefore, requested to intimate the vacancies for UD Grade Limited Departmental Competitive Examination to this Department in the **newly prescribed proforma, latest by 30.10.2015** so that the consolidated vacancies may be intimated to SSC well in time. Even if, there is a "NIL" vacancy, the report may be furnished as the information is required for calculation of total vacancies for SLY-2015(SQ+LDCE).

3. Encl: Proforma.


(Rajesh Sarswat)
Under Secretary to the Govt. of India
Tel:- 011-24654020

To

US(Admn.)
Participating cadre units of CSCS
(As per Annexure)

ANNEXURE

S. No.	Cadre Units
1	Civil Aviation
2	Commerce
3	Culture
4	Defence
5	Expenditure
6	Fertilizers
7	Home Affairs
8	Labour
9	Legal Affairs
10	Niti Aayog
11	MSME
12	Minority Affairs
13	Science & Technology
14	Shipping
15	Social Justice & Empowerment
16	Steel
17	Telecom
18	UPSC
19	Water Resources
20	Women & Child Development

PROFORMA FOR VACANCY OF UD GRADE LDCE-2015

1	Cadre							
2	Select List Year (from 1 st July, 2015 to 30 th June, 2016)							
3	Total Number of duty posts as on 1 st July, 2015 in UDC Grade (Sanctioned Strength)							
4	Number of officers in position (officers on deputation to be excluded as on 1 st July, 2015) (Attach list of officials as per annexure-I)	<u>Regular</u> (a)			<u>Ad-hoc</u> (b)			
5	Number of regular officers likely to join on repatriation 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, premature retirements etc. (attach list of officers retiring, resigned etc, alongwith date)							
7	Number of vacancies of previous years intimated to DOPT for which nominations are awaited : (Furnish detail as per annexure-II, mention total under col 7)							
8	Size of Select List:- 3+6(i)+6(ii)-4(a) - 5 -7							
9	Number of vacancies earmarked for Departmental Competitive Examination Quota (25% of row 8 above)	UR	PH			SC	ST	Total
			VH	HH	OH			
10	Number of vacancies earmarked for Seniority Quota (75% of row 8 above)	UR	PH			SC	ST	Total
			VH	HH	OH			

11	Number of LDCs who are not included or not likely to be included in the Select List of UDCs but <ul style="list-style-type: none">• Covered by the last zone issued by DoP&T.• Number of LDCs remaining in the Select List, if last zone covered partial Select List.• Number of LDCs in the Select List following the Select List covered by last zone. (Example: Last zone covered LDCs of Select List Year 1988 then information for 1989 be provided).	General		SC	
12	Number of LDCs (SC/ST) who have not been included in the Select List of UDCs but have completed the following years of service: <ul style="list-style-type: none">(i) 10 years of approved service in LDC Grade.(ii) 9 years of approved service in LDC Grade.(iii) 8 years of approved service in LDC Grade.	ST	PH		
			VH	OH	HH

Certificate from Cadre Controlling Authority

It is certified that approval of Additional Secretary/Joint Secretary of Administration / Establishment has been taken for reporting the 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 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 indicated 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 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 the determining the 50% reservation for total number of vacancies for a year.[O.M. No. 36012/5/97-Estt.(Res)-Vol.II dated 20.05.2000]
- (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 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 Roster.

Incumbency position of UDCs as on 01.07.2015 (Annexure-I)

[illegible]

ANNEXURE -II

[illegible]