

**No. 12/2/2013-CS.II (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

**Lok Nayak Bhawan, New Delhi**

**Dated: 8<sup>th</sup> January, 2014**

**OFFICE MEMORANDUM**

Subject: **Upper Division Grade Limited Departmental Competitive Examination, 2012- Nomination of qualified candidates for appointment to Upper Division Grade in CSCS against the Select List 2012 – reg.**

The undersigned is directed to say that according to Rule 11(1) of the Central Secretariat Clerical Service Rules, 1962, as amended by this Department's Notification No. 12/3/93-CS.II dated 22.11.1995, vacancies in the Upper Division Grade of the service in any cadre have to be filled by the regular appointments of persons included in the Select List for the Upper Division Grade in that cadre. The said Select List is to be prepared in accordance with the provision envisaged in Regulation 2 (1) of the Third Schedule to the said Rules. According to that Regulation, as amended by this Department's Notification No.7/31/73-CS.II dated 4.2.1976, 25% of the vacancies are to be filled up on the basis of Limited Departmental Competitive Examination (LDCE) and 75% on the basis of seniority in the Lower Division Grade.

2. On the basis of the UD Grade Limited Departmental Competitive Examination for the Select List year 2012, Staff Selection Commission has recommended 10 **(10 UR)** candidates for appointment as UDC in the Central Secretariat Clerical Service against the **Select List year 2012.**

Cont...2/-

3. The qualified candidates are retained in the cadre units where they are at present subject to availability of vacancies. The **dossiers** of the candidates as received from the SSC are sent herewith and these should be retained after their appointment as part of their personal files. It is requested that before these candidates are appointed, particulars of their service, caste etc., may please be checked from the Original entries in their Service Books. It may please be ensured that no Vigilance case is pending or being contemplated against them.

4. Since the qualified candidates whose names are given in the **Annexure** to this O.M. are eligible for inclusion in the **Select List** year of 2012 of Upper Division Grade, it is requested that immediate action may please be taken to appoint them to the post of Upper Division Clerk. It may please be ensured that the qualified candidates of the aforesaid examination are interpolated with persons included in the Select List through seniority quota in the ratio of 3:1(SQ: DE) as prescribed under the CSCS Rules, 1962.

5. Copies of appointment orders may please be endorsed to this Department and the SSC. If any candidate is not appointed to Upper Division Grade due to any reason his/her dossier may please be returned to the Staff Selection Commission directly under intimation to this Department after cancelling his/her offer of appointment and keeping all correspondences made with regard to his/her appointment including cancellation letter in the dossier.

6. In case any of the qualified candidates has been appointed as regular UDC in the CSCS on the basis of an earlier Limited Departmental Exam for the Grade, the Cadre authorities are requested to furnish their names immediately to this Department latest by 24.01.2014. Similarly, the cadres are also requested to carry forward the unfilled ST vacancies of DE Quota of Select List year 2012, to the next Select List year after appointing the qualified DE candidates. According to the extant instructions, unfilled vacancies in UDC Grade of Select List year 2012 (DE QUOTA) are to be carried forward and added to the anticipated vacancies of Select List year 2013. Thereafter, the total number of these vacancies may be divided between seniority quota and Departmental Examination Quota in the prescribed ratio of 3:1. Reservation for SC/ST/PH category is to be made in accordance with the relevant Rules/instructions.

Cont...3/-

7. The cadres are requested to take action accordingly and intimate the vacancy position for **Select List 2013** in the **prescribed proforma** to this Department **urgently**.

8. Staff Selection Commission has assigned Rank Numbers to qualified candidates of UD Grade LDCE, 2012 as SL/CSCS/001, SL/CSCS/002, SL/CSCS/004 to SL/CSCS/009, SL/CSCS/011, SL/CSCS/012. Accordingly, Cadres are requested to assign these numbers while preparing seniority list of UDC.

9. Receipt of this OM together with its enclosures may kindly be acknowledged.

Encl: \_\_\_\_\_Dossier



(Kameshwar Mishra)

Under Secretary to the Govt of India

☎: 24623157

To

- All the Cadres authorities of CSCS  
(By name of US (Admn))

Copy to:

1. Secretary, [Kind Attention: Under Secretary {EHQ} Staff Selection Commission, Block No. 12, CGO Complex, Lodi Road, New Delhi-110003 w.r.t. their Letter No. 37/1/2012-EA (EHQ) dated 22.10.2013 and letter.



(Kameshwar Mishra)

Under Secretary to the Govt of India

☎: 24623157



**Annexure to OM No. 12/2/2013- CS- II (B) dated 8<sup>th</sup> Jan 2014**

S. No.	Name	Category	rank	Cadre presently Working	Nominated to
1	Kirtinjan Kumar Kamlendu	Gen.	SL/CSCS/001	Home Affairs	Home Affairs
2	Lal Bihari Gupta	Gen.	SL/CSCS/002	IPP	IPP
3	Himanshu	Gen.	SL/CSCS/004	Urban Dev.	Urban Dev.
4	Ratan Kumar	Gen.	SL/CSCS/005	Health & FW	Health & FW
5	Sumit Arora	Gen.	SL/CSCS/006	Agri. & Coop.	Agri. & Coop.
6	Parmesh Kumar	Gen.	SL/CSCS/007	DOP&T	DOP&T
7	Dev Dutt	Gen.	SL/CSCS/008	Home Affairs	Home Affairs
8	Ajay Kumar	Gen.	SL/CSCS/009	Rural Dev.	Rural Dev.
9	Ram Kumar	Gen.	SL/CSCS/011	Agri. & Coop.	Agri. & Coop.
10	Ram Bahadur Thapa	Gen.	SL/CSCS/012	DOP&T	DOP&T

*Kim*  
*8/1/2014*