

MOST IMMEDIATE

No.7/1/2010-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Date: 13th December, 2011.

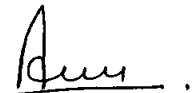
OFFICE MEMORANDUM

Subject: Reporting of vacancies in the Personal Assistant (PA) grade of CSSS for the Select List Year-2010.

The undersigned is directed to say it has been decided with the approval of competent authority to fill up the vacancies in the PA grade of CSSS for the SL year-2010 on the basis of CSSS Rules, 1969 which provide that Select List of Steno Grade 'C' shall be made in the ratio of 1 (SQ): 1 (LDCE) : 2 (DR).

2. It has been observed that some Cadre Units have already intimated the vacancies in the PA grade of CSSS for the SL year-2010 to this Department as per the CSSS Rules, 1969. A list indicating the names of the Cadre Units from where the intimation regarding vacancies in the Personal Assistant (PA) grade has not been received is given in Annexure to this O.M. These Cadre Units are requested to furnish the requisite information in the enclosed proforma to this Department **positively by 23.12.2011** so that the vacancies for LDCE quota of PA grade may be intimated to the SSC for declaration of result of Steno Grade 'C' LDCE-2010.

3. In case, the vacancies are not furnished in the prescribed proforma or not furnished by the stipulated date, no vacancy will be taken into account subsequently and no candidate will be nominated to the Cadre Unit concerned.



(Kiran Vasudeva)

Under Secretary to the Govt. of India
Tele: 24654020

To

The Under Secretary(Admn.) of Cadre Units of CSSS as per list attached.

D/o Agriculture & Cooperation
{Under Secretary(Admn.)}
Krishi Bhawan,
New Delhi.

M/o Civil Aviation
{Under Secretary(Admn.)}
Rajiv Gandhi Bhawan
Safderjung Airport,
New Delhi

Ministry of Coal
{Under Secretary(Admn.)}
Shastri Bhawan,
New Delhi.

Department of Consumer Affairs
{Under Secretary (Admn.)}
Krishi Bhawan,
New Delhi.

Ministry of Corporate Affairs,
{Under Secretary (Admn.)}
Shastri Bhawan, New Delhi.

Ministry of Culture
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

Ministry of Earth Sciences
{Under Secretary (Admn.)}
CGO Complex, Lodi Road,
New Delhi.

Department of Expenditure
{Under Secretary (Admn.)}
North Block,
New Delhi.

Department of Fertilizers
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

D/o Food & Public Distribution
{Under Secretary (Admn.)}
Krishi Bhawan, New Delhi.

M/o Health & Family Welfare
{Under Secretary (Admn.)}
Nirman Bhawan, New Delhi.

Ministry of Home Affairs
{Under Secretary (Admn.)}
North Block,
New Delhi.

M/o Information & Broadcasting
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

D/o Industrial Policy & Promotion
{Under Secretary (Admn.)}
Udyog Bhawan,
New Delhi.

M/o Micro, Small & Medium
Enterprises,
{Under Secretary (Admn.)}
Udyog Bhawan
New Delhi.

Ministry of Mines
{Under Secretary (Admn.)}
Shastri Bhawan, New Delhi.

M/o Minority Affairs
{Under Secretary (Admn.)}
CGO Complex, Lodi Road
New Delhi.

D/o Personnel & Training
{Under Secretary (Admn.)}
North Block,
New Delhi.

M/o Petroleum & Natural Gas
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

Planning Commission,
{Under Secretary (Admn.)}
Yojana Bhawan,
New Delhi.

Department of Posts
{Under Secretary (Admn.)}
Dak Tar Bhawan,
New Delhi

Ministry of Power
{Under Secretary (Admn.)}
Shram Shakti Bhawan,
New Delhi.

M/o Road Transport & Highways
{Under Secretary (Admn.)}
Transport Bhawan,
New Delhi.

M/o Rural Development
{Under Secretary (Admn.)}
Krishi Bhawan, New Delhi.

Ministry of Shipping
{Under Secretary (Admn.)}
Transport Bhawan,
New Delhi.

M/o Social Justice &
Empowerment
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

Ministry of Steel
{Under Secretary (Admn.)}
Udyog Bhawan,
New Delhi.

D/o Telecommunications
{Under Secretary (Admn.)}
Sanchar Bhawan,
New Delhi.

Union Public Service Commission
{Under Secretary (Admn.)}
Dholpur House,
New Delhi.

M/o Youth Affairs & Sports
{Under Secretary (Admn.)}
Shastri Bhawan,
New Delhi.

10	Number of vacancies earmarked for Limited Departmental Competitive Examination (LDCE) Quota (25% of row 7)	General	SC	ST	Total
11	Number of General category Steno Grade 'D' who are not included or not likely to be included in the Select List of PAs Grade but: Covered by the last zone issued by DOP&T	General			
11A	Number of Steno Grade 'D' remaining in the select list, if the last zone covered partial select list.				
11B	Number of Steno Grade 'D' in the select list following the select list covered by last zone (Example: Last zone covered Steno Grade 'D' of Select List Year 1984 then information for 1985 be provided).				
12	Number of Steno Grade 'D' (SC/ST) who have not been included in the Select List of PA Grade but have completed the prescribed eligibility service in Stenographer Grade 'D'.	SC		ST	

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 PAs for Hindi Medium has been reported keeping in view the instructions issued by the Department of Official Language regarding percentage of Hindi Medium Stenographers.

**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 unit in respect of recruitment to the aforesaid cadre of the CSSS 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 Unit has followed instructions for reporting vacancies for Physically Handicapped.

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-II 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 year. {O.M. No. 36012/5/97-Estt.(Res)-Vol.II dated 20.7.2000}
- (III) There shall be a separate Roster for Limited Departmental Competitive 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 reservation points in different modes 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.