

No.31/17/2011-EO (MM-I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)

New Delhi, dated 03rd November, 2011

OFFICE MEMORANDUM

Subject:- Filling up of vacancies at the level of Deputy Secretary/Director level in various Ministries / Departments under the Central Staffing Scheme for the year, 2012.

This is regarding filling up the vacancies at the level of Deputy Secretary / Director under the Central Staffing Scheme in various Ministries/Departments.

2. The undersigned is directed to request you to kindly intimate the vacancy position at the level of Deputy Secretary / Director in your Ministry/Department, which is likely to arise with effect from 01.01.2012 to 31.12.2012 and is required to be filled up under the Central Staffing Scheme.
3. In order to provide panel of names in time of officers whose job profile matches with the requirements of the post, it is requested that a chronological list of vacancies for the year 2012 along with the job description of each vacancy and the experience profile of the officer required may be given in the proforma attached. The information is requested latest by 15th December, 2011.
4. Any subsequent change in the vacancy position may immediately be brought to the notice of this office for taking appropriate timely action in the matter. Further, a quarterly report of the vacancy position for the quarters ending on 31st March 2012, 30th June 2012 and 30th September 2012 may also be provided.
5. The vacancy position in respect of Central Secretariat Service officers at the level of Deputy Secretary/Director may be intimated to the CS Division of DoP&T.
6. It is further requested that the Name, Address and Telephone Number of the officers in your Ministry (Joint Secretary, Director, Under Secretary, Section Officer) concerned with providing the information may also be given for future correspondence.

Amarpreet Duggal

2/11/11

(Dr. Amarpreet Duggal)

Deputy Secretary to the Govt. of India

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All Ministries / Departments to the Government of India
(Secretaries by name)

*NIC - with the request to upload the aforesaid OM
on the website of DOP&T.*

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11/11/2011

NIC

Details of vacancies of the Deputy Secretary / Director level posts to be filled under the Central Staffing Scheme for the year 2012 (up to 31st December, 2012)

Ministry/Department:

Name, Service, Batch of the officer whose vacancy is arising	Date of vacancy	Reason of vacancy	Job description of the vacancy	Experience profile required