

**VACANCIES FOR ASSISTANTS' GRADE**

1.	<b>Cadre</b>								
2.	<b>Select List Year</b>  (from 1 <sup>st</sup> July, of the year to the 30 <sup>th</sup> June of the following year)								
3.	<b>Total Number of duty posts as on 1<sup>st</sup> July of the Select List year in Assistant Grade.</b>								
3(a)	<b>Number of posts abolished during the select list year.</b>								
4.	<b>Number of officers in position. (officers on deputation to be excluded).</b>	<b><u>Regular</u></b>  (a)			<b><u>Ad-hoc</u></b>  (b)				
5.	<b>Number of regular officers likely to join on reversion from deputation during the select list year.</b>  (attach list of officers)								
6(i)	<b>Number of retirements during select list year.</b>  (attach list of officers alongwith date of retirement)								
6(ii)	<b>Number of vacancies likely to arise during the year on account of promotions, fresh deputation, resignation, pre-mature retirements etc.</b>  (attach list of officers retiring, resigned etc. Alongwith date)								
7.	<b>Size of select list:</b>  [(3+6(I) +6(II)) – {3(a)+4(a)+5}]								
8.	<b>Number of vacancies in grade of Assistants earmarked for direct recruit quota</b>  (50% of row 7)	Gen.	OBC	PH			SC	ST	Total
				HH	OH	VH			
9.	<b>Number of vacancies earmarked for seniority quota</b>  (50% of row 7)	Gen.	SC	ST	Total				

10.	<p><b>Number of UDCs who are not included or not likely to be included in the Select of Assistant but</b></p> <ul style="list-style-type: none"> <li>• <b>Covered by the last zone issued by DoP&amp;T.</b></li> <li>• <b>Number of UDCs remaining in the select list, if the last zone covered partial select list.</b></li> <li>• <b>Number of UDCs in the select list following the select list covered by last zone.(Example: Last zone covered UDCs of Select List Year 1985 then information for 1986 be provided).</b></li> </ul>	General	SC
11.	<p><b>Number of UDCs of ST category who have not been included in the Select List of Assistants but have completed the following years of service:</b></p> <ul style="list-style-type: none"> <li>i. <b>7 years of approved service in UDC Grade.</b></li> <li>ii. <b>6 years of approved service in UDC Grade.</b></li> <li>iii. <b>5 years of approved service in UDC Grade.</b></li> </ul>		

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**Certificate from Cadre Controlling Authority**

It is certified that approval of Additional Secretary/Joint Secretary of Administration/ Establishment has been taken for reporting 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 CSS 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 20<sup>th</sup> 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 20.7.2000**

**(III) There shall be a separate Roster for Direct Recruitment 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 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 Roaster.**