

# Vacancy Reporting Forms

## 1. VACANCIES FOR SECTION OFFICERS' GRADE

1.	Cadre										
2.	Select List Year  (from 1 <sup>st</sup> July, of the year to the 30 <sup>th</sup> June of the following year)										
3.	Total Number of duty posts as on 1 <sup>st</sup> July of the Select List year in Section Officers' Grade.										
3(a)	Number of posts abolished during the select list year.										
4.	Number of officers in position. (Officers on deputation to be excluded).	<b><u>Regular</u></b>					<b><u>Ad-hoc</u></b>				
		<b>(a)</b>					<b>(b)</b>				
		Gen	OBC	SC	ST	Total	Gen	OBC	SC	ST	Total
5.	Vacancies reported for previous year(s) for which nominations are awaited from DoP&T  (including persons to join against pending offers as on 1 <sup>st</sup> July of the Select List Year)	Gen.		OBC	SC	ST	Total				
		DR									
		DE			X						
		SQ			X						
6.	Unfilled carried forward vacancies for Ist and IInd year.  (Vacancies in column 5 are not to be included)	Gen.		OBC	SC	ST	Total				
		DR									
		Select List									
		(SQ+DE)			X						
7.	Number of regular officers likely to join on reversion from deputation during the select list year.  <b>(attach list of officers)</b>										
8. (i)	Number of retirements during select list year.  <b>(attach list of officers alongwith date of retirement)</b>										
8.(ii)	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)</b>								
9.	Size of select list:  { 3+8(i)+8(ii)} – {3(a)+4(a)+5+6+7}								
10.	Unfilled 3 <sup>rd</sup> carried forward vacancies of:	Gen.	OBC	SC	ST	Total			
	a. Select List quota diverted to DR quota								
	DR quota diverted to Select List quota		X						
11.	Number of vacancies in Section Officers' Grade earmarked for direct recruitment quota  <b>[20% of 9 + carried forward DR vacancies given in 6 + unfilled select list vacancies in 3<sup>rd</sup> year carried forward and diverted to DR quota given in 10(a)]</b>	Gen.	OBC	PH			SC	ST	Total
				HH	OH	VH			
12.	Number of vacancies in the Section Officers' Grade earmarked for Select List (Seniority/Departmental Exam.)  <b>[80% of 9 + carried froward select list vacancies for Ist and IInd year (in 6) + unfilled DR vacancies in 3<sup>rd</sup> carried forward and diverted to Select List Quota given in 10(b)]</b>	Gen.		SC		ST		Total	
		SQ	DE	SQ	DE	SQ	DE	SQ	DE
13.	Number of Assistants (SC/ST) who have not been included in the Select List of Section Officers but have completed the following years of service:  i. 9 years of approved service in Assistants' Grade. ii. 8 years of approved service in Assistants' Grade.	SC				ST			

## 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, Seniority Quota and Departmental Examination. 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. For example, if there are 18 direct recruit in Section Officers' Grade and for a particular select list and 7 posts are required to be filled, the**

**total Roster points in Direct recruitment Roster for that year will be equal to 25.**

**Select Lists are to be prepared strictly in accordance with rule 13 of CSS Rules, 1962 which says that 20% of current vacancies (excluding carry forward and mutually exchangeable vacancies) in a Select List Year are to be filled by direct recruitment and remaining from Select List Officers. 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.**