

No. 12/5/2016-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated 26<sup>th</sup> December, 2018

**OFFICE MEMORANDUM**

Subject:- Upper Division Grade Limited Departmental Competitive Examination-2016-  
Nomination of qualified candidates for appointment to Senior Secretariat  
Assistant (SSA) Grade in CSCS against the Select List Year-2016-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 04.02.1976, 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 Junior Secretariat Assistant (JSA) Grade. In this regard, it is stated that a total of 25 vacancies were reported and accordingly sent to SSC for filling up through UD Grade LDCE-2015. This Division vide OM No. 12/3/2015-CS.II(B), only two recommended candidates were nominated and vide letter no. 12/5/2016-CS.II(B) dated 09.07.2018, 23 backlog vacancies of UD LDCE-2015 were intimated to SSC for filling up through UD Grade LDCE-2016.

2. On the basis of the UD Grade Limited Departmental Competitive Examination for the Select List Year-2016, Staff Selection Commission vide letter No. 6/1/2017-C-1/2 has recommended **17 candidates** for appointment as Senior Secretariat Assistant (SSA) in the Central Secretariat Clerical Service (CSCS) against Select List Year - 2016.

3. It has, therefore, been decided to allocate **17 (Seventeen)** qualified candidates to the cadre units of CSCS as indicated in the **Annexure-I** to this Office Memorandum. It is requested that before these candidates are appointed, particulars of their service, caste etc., may please be checked and it may also be ensured that no vigilance case is pending or being contemplated against them. 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.

P.T.O.

4. Since, the qualified candidates whose names are given in the **Annexure-I** to this OM are eligible for inclusion in the Select List Year-2016 of Senior Secretariat Assistant (SSA) Grade, it is requested that immediate action may please be taken to appoint them to the post of Senior Secretariat Assistant (SSA) in those cadre units to which they have been allocated. It may please be ensured that the candidates nominated from the aforesaid examination are to be interpolated with the persons included in the Select List-2016 through Seniority Quota in the ratio of 3:1(SQ:DE) as prescribed under CSCS Rules, 1962, as amended from time to time.

5. Copies of appointment orders be endorsed to this Department and the SSC. If any candidates is not appointed to SSA 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 nominated candidates has been appointed as regular SSA in the CSCS on the basis of an earlier Limited Departmental Examination for the Grade, the Cadre Authorities are requested to furnish their names, immediately to this Department latest by **15.01.2019**. 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.

7. Staff Selection Commission has assigned Rank Numbers to the qualified candidates of UD Grade LDCE-2016 as SL/CSCS/01 to SL/CSCS/017. Accordingly, Cadre Units are requested to assign numbers while preparing seniority list of SSA.

8. Every promotion / appointment order must clearly mention that the promotion is subject to the following court cases:-

- (i) The SLP(C) No. 30621/2011 arising out of the final judgment and order dated 15.07.2011 in WP(C) No. 13218/2009 passed by the Hon'ble High Court of Punjab & Haryana and other connected cases before the Hon'ble Supreme Court;
- (ii) The SLP(C) No. 31288 arising out of the Hon'ble Delhi High Court judgment dated 23.08.2017 in WP(C) No. 3490/2010 filled by the All India Equality Forum & Ors. Vs. UOI & Ors. and other related court cases in any competent court;
- (iii) Any other court cases in connected matter;

P.T.O.

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

10. Hindi version will follow.

Encl: - Dossiers

*Chirabrat Sarkar*  
25/12/2018

(Chirabrat Sarkar)

Under Secretary to the Govt. of India

Telefax:- 24623157

To,

**US (Cadre of CSCS)  
(As per Annexure-II)**

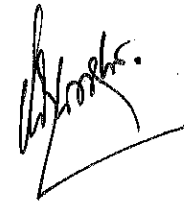
Copy to:-

1. Chairman, [Kind attn. Shri Manoj Kumar Meena, SC (C-1/2), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi, New Delhi-110003 w.r.t. their letter no. 14/1/2015-ND-II/EHQ dated 01.12.2016.
2. Assistant Director, Official Language, Hindi Section, DoP&T, North Block, with the request to provide Hindi translation of this O.M.

## ANNEXURE-I

Annexure to OM No. 12/5/2016-CS.II(B) dated 26.12.2018

S. No.	Name of the officials	Roll No.	Rank No.	Cadre where working	Cadre where nominated
1	Puran Lal Verma	2201900170	SL/CSCS/01	M/o Home Affairs	M/o Home Affairs
2	Girish Singh Rana	2201900175	SL/CSCS/02	M/o Home Affairs	M/o Home Affairs
3	OM Prakash Meena	2201900145	SL/CSCS/03	D/o Higher Education	M/o Agriculture
4	Arun Kumar	2201900160	SL/CSCS/04	D/o Commerce	M/o Agriculture
5	Subhash Singh Sajwan	2201900150	SL/CSCS/05	M/o Earth Science	M/o Corporate Affairs
6	Rashid Ahmed	2201900187	SL/CSCS/06	M/o Water Resources	M/o Water Resources
7	Mohan Lal	2201900171	SL/CSCS/07	M/o Health & FW	M/o Health & FW
8	Surender Kumar	2201900185	SL/CSCS/08	M/o Water Resources	M/o Defence
9	Kuldeep Singh	2201900168	SL/CSCS/09	M/o Home Affairs	M/o Home Affairs
10	Raj Kumar Verma	2201900149	SL/CSCS/10	M/o Earth Science	M/o Labour
11	Neena Jain	2201900181	SL/CSCS/11	M/o Water Resources	M/o Power
12	Gunodher Mondal	2201900162	SL/CSCS/12	M/o Urban Development	M/o Urban Development
13	Rajiv Mudgil	2201900148	SL/CSCS/13	M/o Earth Science	M/o Telecom
14	Vijay Kumar	2201900158	SL/CSCS/14	D/o Supply	D/o Food & PD
15	Pratap Singh	2201900141	SL/CSCS/15	M/o I&B	M/o I&B
16	Mukesh Kumar	2201900169	SL/CSCS/16	M/o Home Affairs	M/o Home Affairs
17	Subhash	2201900174	SL/CSCS/17	M/o Home Affairs	D/o Higher Education



## ANNEXURE-II

<b>S. No.</b>	<b>Communication address</b>
1	US (Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
3	US (Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
4	US (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
5	US (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
6	US (Admn.), M/o Home Affairs, North Block, New Delhi.
7	US (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
8	US (Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
9	US (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
10	US (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi.
11	US (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
12	US (Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
13	US (Admn.), M/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi