

No. 7/4/2013-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
CS.I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated the 23<sup>rd</sup> January 2015

**OFFICE MEMORANDUM**

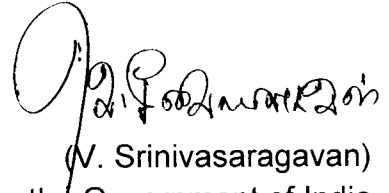
**Subject: Shortage of staff in the grades of Assistants and Section Officers – modification to the channel of submission till staff position improves regarding**

The undersigned is directed to refer to the various requests received from Ministries/ Departments for posting of officers in the grades of Assistant and Section Officer and to say that as on date about 2500 vacancies exist in the Assistants grade alone. The vacancies could not be filled up on account of litigation relating to Combined Graduate Level Examination-2013. The CGLE-2013 has to be conducted again and its results are expected shortly. Selected candidates would be first required to undergo the Foundational Training and only thereafter, they could be nominated to Ministries/ Departments. In view of this, it would take few more months before DR Assistants could be posted. The same procedure will be followed in respect of Assistants recruited through CGLE-2014 for which Tier-I of the examination has already been conducted. In the meanwhile, vacancies in the grade of Assistant will continue to remain. As regards, SO grade, the position has improved considerably and this Department will shortly issue the zone for promotion against seniority quota for the Select List year 2014. The remaining vacancies will also be filled up once UPSC declares results of Limited Departmental Competitive Examination-2014.

2. The undersigned is directed to circulate herewith the vacancy position in the grades of Assistant and SO as per Annexure. It may be seen that the combined strength of officers in-position in these grades in almost all the Ministries/ Departments is more than the sanctioned strength of Assistants. Ministries/ Departments may reconcile the data and inform this Department if there is any discrepancy. They may also reconcile the actual position of officers in these grades with the data in the web based cadre management system. Till vacancies in the grade of Assistants are filled up, as advised earlier, Ministries/ Departments may

suitably adjust the channel of submission at SO/Assistant levels, keeping in view Chapter 6 of e-Office procedure i.e. Assistants and SOs may submit files directly to Under Secretary.

3. Cooperation of Ministries/ Departments is requested till the position in the grade of Assistants is improved.



(N. Srinivasaragavan)

Under Secretary to the Government of India

Tele.: 24629412

**All Ministries/ Departments**

Annexure to DoPT's O.M. No. 7/4/2013-CS.I(A) dated 23.1.2015

S. No.	Cadre	Section Officer			Assistant			Total In position (SO + Assistant)
		Sanctioned Strength	In position	Vacancies	Sanctioned Strength	In position	Vacancies	
1	Agriculture & Cooperation	118	113	5	250	165	85	278
2	Civil Aviation	42	39	3	131	79	52	118
3	Coal	20	11	9	36	29	7	40
4	Commerce & Industry	120	77	43	95	56	39	133
5	Consumer Affairs	19	18	1	28	15	13	33
6	Corporate Affairs	22	22	0	47	27	20	49
7	Culture	42	42	0	68	48	20	90
8	Defence	221	164	57	391	213	178	377
9	Personnel & Training	164	167	-3	274	249	25	416
10	Earth Sciences	9	9	0	20	13	7	22
11	Environment & Forests	48	40	8	83	52	31	92
12	Expenditure	281	214	67	612	367	245	581
13	Fertilizers	42	32	10	85	43	42	75
14	Food	54	37	17	122	65	57	102
15	Health	138	107	31	294	154	140	261
16	Higher Education	118	97	21	277	178	99	275
17	I & B	152	146	6	373	196	177	342
18	IP&P	106	58	48	175	106	69	164
19	Labour & Employment	84	73	11	194	140	54	213
20	Legal Affairs	23	21	2	68	40	28	61
21	Home Affairs	286	254	32	598	370	228	624
22	Mines	25	17	8	45	26	19	43
23	Minority Affairs	8	6	2	10	8	2	14
24	MSME	21	18	3	41	20	21	38
25	Petroleum & Natural Gas	36	36	0	48	35	13	71
26	Planning Commission	23	23	0	90	62	28	85
27	Posts	42	37	5	125	77	48	114
28	Power + New and Renewable Energy	71	43	28	149	73	76	116
29	RT&H	36	33	3	83	51	32	84
30	Rural Development	63	49	14	99	74	25	123
31	Science & Technology	46	46	0	80	50	30	96
32	Shipping	28	27	1	50	23	27	50
33	Social Justice & Empowerment	58	38	20	100	74	26	112
34	Steel	25	23	2	49	35	14	58
35	Supply	54	41	13	139	76	63	117
36	Telecommunications	56	53	3	115	94	21	147

37	Textiles	22	21	1	104	48	56	69
38	Tribal Affairs	14	13	1	24	15	9	28
39	Urban Development	155	120	35	437	280	157	400
40	UPSC	141	114	27	358	267	91	381
41	Water Resources	56	54	2	184	111	73	165
42	WCD	32	31	1	41	35	6	66
43	Skill Development, Entrepreneurship, Youth Affairs and Sports	22	19	3	54	32	22	51
	<b>Total</b>	<b>3143</b>	<b>2603</b>	<b>540</b>	<b>6646</b>	<b>4171</b>	<b>2475</b>	<b>6774</b>