

No.12018/3/2011/MF.CGA(A)/SSC/43

Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated: 6<sup>th</sup> June, 2012


**Office Memorandum**

Subject: - **Combined Graduate Level Examination-2012 -  
intimation of Vacancies.**

I am directed to forward herewith a copy of SSC letter No. 10/4/2012-p&p-I dated 01/06/2012, wherein it has been requested by SSC to intimate firm vacancies in the proforma of requisition latest by 15/06/2012.

All Pr. CCAs/CCAs/CAs are requested to intimate firm vacancies in the grade of Accountant in the proforma of requisition enclosed herewith directly to SSC latest by 15.06.2012 under intimation to this office.

This issues with the approval of Joint Controller General of Accounts.

  
(Ved Prakash)  
Accounts Officer

Encl.:- As above

Copy to :- Pr. CCA/CCA/CAs  
All Ministries/Department  
New Delhi.

✓ ITD with the request that same may be posted on O/o CGA website.

Most Immediate/ By Speed Post.

F.No.10/4/2012-P&P-1  
Staff Selection Commission  
Department of Personnel & Training  
New Delhi.

Block No. 12, CGO Complex,  
Lodi Road, New Delhi -110003.

Dated 01.06.2012

To

All Cadre Authorities.  
(List attached )

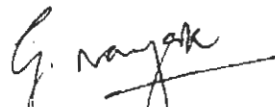
Sub:- Combined Graduate Level Examination-2012- Intimation of Vacancies.

Sir/Madam

I am directed to refer to Commission's letter No. 3/20/2011-P&P-1 dated 28Feb., 2012 on the above subject and to request you to send firm vacancies in the proforma of requisition enclosed herewith latest by 15.6.2012. The proforma of requisition is available on the Commission's website.<http://www.nic.in> in also.

3012/AO/CA(SMK)  
6/6/12

Yours faithfully,

  
(Gopi Nath Nayak)  
Under Secretary (P&P-1)

Encl: as above.

URGENT

  
6/6/12

AO/CA

Sabharwal

  
6/6/12

For Open/Departmental Examination only

Proforma for Requisition

Instructions

Kindly note the following instructions before filling up the format.

- A. The Staff Selection Commission(SSC) makes recruitment of Group 'C' (non-Technical) posts and Group 'B' (non-gazetted) posts where the maximum of the Grade Pay is Rs.4600/-.
- B. The requisitions for posts in Ministries/Departments/other specified cadres in Delhi should be sent to Under Secretary(P&P). In case of Group Y posts situated in Subordinate Offices in Delhi and all Offices outside Delhi, the requisition should be sent to the concerned Regional Office of the Commission.
- C. Each requisition is to be accompanied by the following documents:-
  - a) A copy of the notified recruitment rules with GSR number.
  - b) A copy of the No Objection Certificate obtained from the Central (Surplus Staff) cell of the Deptt. Of Personnel & Training in accordance with the CCS (Redeployment of Surplus Staff) Rules, 1990 notified vide DOPT Notification No. 1/14/89-CS.III dated 28.2.1990 and DOPT letter No. 1/5/2000-CS.III dated 10.11.2000.
  - c) A Certificate in accordance with DOPT OM No. 36035/19/99-Estt.(Res.) dated 17.9.1999 in order to ensure compliance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.

Proforma

1. (i) Organization / Office Name : Code :

(ii) Ministry/Department to which attached :

2. Complete postal address of the Head of Office of the Organization :

3. Requisition for recruitment to

(a) Name of the post : Code:

(b) Scale of pay : PB I/PB II Code:  Use A for PB I & B for PB II

(c) Grade pay : ₹

(d) Classification : Gr. C Non Technical/ Gr. B Non-Gazetted Code:  Use B for Gr. 'B' Non-Gazetted Use C for Gr. 'C' Non-technical

4. Total vacancies:  
(Enclose a detailed State/Union Territory-wise statement)

Details	UR <input type="text"/>	OBC <input type="text"/>	SC <input type="text"/>	ST <input type="text"/>	TOTAL <input type="text"/>
a) Category-wise vertical vacancies/Codes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Horizontal vacancies/Codes					
(i) Ex-serviceman <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(ii) PH- DH <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HH <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VH <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Any other information the indenting Office wants to provide: (Enclose separate sheet if necessary)

It is certified that:

- (a) The information furnished against the above mentioned columns are correct and based on the official records available with the Office;
- (b) Vacancies projected in this requisition are all regular vacancies which fall within the direct recruitment quota and necessary sanction of the Govt. for these posts is available;
- (c) The vacancies reported will not be withdrawn nor the number and category break-up of vacancies shall be altered under any circumstance;
- (d) Suitable personnel are not available with the Surplus Cell of DOPT for filling up these vacancies;
- (e) Policy relating to 3% reservation for persons with disabilities has been duly followed;
- (f) (i) \* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably indicated in the vacancy position;  
(ii)\* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities. However, none of the vacancies reported hereby has been earmarked reserved for the disabled;  
(iii)\* The post for which this requisition is being sent has not been identified as suitable for being manned by persons with disabilities;  
(iv)\*The establishment/organization to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995.
- (g)\* The number of vacancies for SC, ST, OBC etc. as mentioned in Column 4 above are in accordance with the reservation quota fixed by the Govt. for these communities.
- (h) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.
- (i) The posts involve/do not involve AISL.

\* Strike off whichever is not applicable.

Signature and official Seal  
of the Officer authorised to  
send this requisition

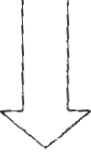
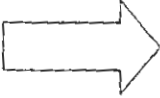
## Annexure-I (w.r.t. Item 4)

State-wise/Zone-wise vacancies\*

Name of Ministry/Department/Organization \_\_\_\_\_

Name of Examination \_\_\_\_\_

Post \_\_\_\_\_

State/Union Territory 	Vacancies 	SC	ST	OBC	UR	Ex-S	PH			Total (1+2+3+4)
		1	2	3	4	5	VH	OH	HH	
Andhra Pradesh										
Arunachal Pradesh										
Assam										
Bihar										
Chhattisgarh										
Delhi										
Gujarat										
Goa, Daman & Diu										
Himachal Pradesh										
Jammu & Kashmir										
Jharkhand										
Kerala & Lakshadweep										
Karnataka										
Maharashtra, Dadra & Nagar Haveli										
Madhya Pradesh										
Manipur										
Meghalaya										
Mizoram										
Nagaland										
Orissa										
Punjab, Haryana & Chandigarh										
Rajasthan										
Tripura										
Tamil Nadu & Puducherry										
Uttarakhand										
Uttar Pradesh										
West Bengal										
Andaman & Nicobar										

Signature & Designation  
of Requisitioning Officer

\* If any office has jurisdiction over two or more States/UTs or part thereof, the vacancies may be approximately shown on a note to be separately appended.

Post Codes

S.No.	Post	Code
1.	Accountant	101
2.	Assistant	102
3.	Assistant (Cypher)	103
4.	Assistant Enforcement Officer	104
5.	Assistant Sub-Inspector	105
6.	Auditor	106
7.	Compiler	107
8.	Data Entry Operator	108
9.	Divisional Accountant	109
10.	Examiner	110
11.	Hindi Pradhyapak	111
12.	Inspector	112
13.	Junior Accountant	113
14.	Junior Engineer (Civil)	114
15.	Junior Engineer (Electrical)	115
16.	Junior Engineer (Mechanical)	116
17.	Junior Hindi Translator	117
18.	Junior Translator	118
19.	Lower Division Clerk	119
20.	Multi Tasking (Non-Technical) staff	120
21.	Preventive Officer	121
22.	Scientific Assistant	122
23.	Statistical Investigator - Grade II	123
24.	Stenographer Grade C	124
25.	Stenographer Grade D	125
26.	Storekeeper	126
27.	Sub-Inspector	127
28.	Tax Assistant	128
29.	Upper Division Clerk	129

Organization Codes

	Name of Organization/Department	Code
	Central Administrative Tribunal	0001
	Central Board of Excise & Customs	0002
	Central Bureau of Investigation	0003
	Central Board of Direct Taxes	0004
	Central Public Works Department	0005
	Central Vigilance Commission	0006
	Coast Guard	0007
8	Controller & Auditor General of India	0008
9	Controller General of Accounts	0009
10	Controller General of Defence Accounts	0010
11	Department of Personnel & Training	0011
12	Department of Official Language	0012
13	Department of Post	0013
14	Department of Revenue	0014
15	Directorate of Enforcement	0015
16	Election Commission of India	0016
17	Intelligence Bureau	0017
18	Ministry of Defence	0018
19	Ministry of External Affairs	0019
20	Ministry of Home Affairs	0020
21	Ministry of Law & Justice	0021
22	Ministry of Parliamentary Affairs	0022
23	Ministry of Statistics & Programme Implementation	0023
24	Ministry of Social Justice & Empowerment	0024
25	Ministry of Tourism	0025
26	Military Engineering Service	0026
27	National Investigation Agency	0027
28	National Crime Bureau	0028
29	Railway Board	0029
30	The Registrar General of India	0030

**Note:** In case of Subordinate/ Attached Offices of the above situated other than in Delhi, the first digit may be replaced by:

- 1: North West Region (NWR)
- 2: Northern Region (NR)
- 3: Central Region (CR)
- 4: Eastern Region (ER)
- 5: North Eastern Region (NER)
- 6: Madhya Pradesh Region (MPR)
- 7: Western Region (WR)
- 8: Southern Region (SR)
- 9: Kerala & Karnataka Region (KKR)

For example, Principal A.G. Rajasthan placing requisition with the Northern Region will indicate his code as 2008. Controller of DA placing requisition with Central Region will use the code 3010.