

No. A. 12018/3/2011/MF.CGA(A)/SSC/ 379

Govt. of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
7<sup>th</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi.

Dated: 11<sup>th</sup> September, 2012

**OFFICE MEMORANDUM**

**Subject: - Multi Tasking (Non-Technical) Staff Examination, 2012 – request for intimate of vacancies-reg.**

I am directed to forward herewith a copy of SSC letter No. 10/3/2012-P&P-I dated 03/09/2012, wherein it has been requested by SSC to intimate confirmed number of vacancies for the post of MTS clear from all angle in the proforma prescribed, for filling up from the above mentioned examination, immediately, to concern Regional Office of the Commission.

All Pr. CCAs/CCAs/CAs are requested to work out the vacancy position in the grade of Multi Tasking (Non-Technical) for Direct Recruitment according to the relevant RRs/ rules and provisions of the rosters and intimate the same to concerned Regional Offices of SSC immediately 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 : All Pr.CCAs/CCAs/CAs  
All Ministries/Department  
New Delhi

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

IMMEDIATE  
BY SPEED POST

No.10/3/2012-P&P-I  
Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances and Pensions  
Block No.12, Kendriya Karyalay Parisar, New Delhi- 110504.

Dated the 30<sup>th</sup> August, 2012.

03/9/12

To

All Cadre Authorities,  
As per list

Subject:-Multi Tasking (Non-Technical) Staff Examination, 2012 - request for intimate of vacancies-reg.

Sir,

I am directed to say that the Commission will hold Multitasking(Non-Technical) Staff Examination,2012 and the notice of the Examination is likely to be published on 13.10.2012 in Employment News/Rozgar Samachar.

2. You are requested to intimate confirmed number of vacancies for the post of MJS clear from all angle in the proforma prescribed, for filling up from the above mention examination, immediately, to concerned Regional Office of the Commission so that further action may be taken at their end. It may also be ensured that RR's for the post are amended as per DOPT's O.M. No.AB-14017/6/2009-Estt(RR) dated 30.4.2010 and a copy of the RR's must be sent to the Regional Office alongwith the requisition for vacancies.

3. It is also requested to ensure that the vacancies are reported to Regional Offices of SSC only and need not be reported to SSC, (HQ) at New Delhi.

Yours faithfully,

*G. Nayak*

(Gopinath Nayak)

Under Secretary(P&P-I)

Copy to: DD's/RD's All Regional Offices,SSC, for necessary action.

818/Adml. CA(SKJ)  
5-9-2012

134/Dy. CA(SPS)  
6/9/12

*Dy CA (SPS)*

*5/9/12*

*2/9/12*  
*5/9/12*

*G. Nayak*  
(Gopinath Nayak)  
Under Secretary(P&P-I)

MAO (5)  
6/9/12

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 Notification 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 28.7.1990 and DOPT letter No. 1/5/2000 (S.III dated 10.11.2000
  - c) A Certificate in accordance with DOPT OM No. 36035/19/99-1st.(Res.) dated 17.04.2000 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

Code:  Use A for PB I & B for PB II

(c) Grade pay

(d) Classification

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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	OBC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	SC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	ST <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	TOTAL <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(a) Category-wise vertical vacancies/Codes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) PH- OH <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<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 dully 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 stamp  
of the Officer authorized  
to sign the requisition.

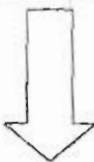
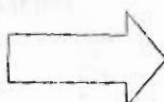
Annexure- I (w.r.t. item 4)

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 available, please give the number of more than one vacancies for each category of the vacancies to which separate advertisement has to be issued for each category.

Annexure - IIPost 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

## ANNEXURE -III

Department/Organization Codes

S.No.	Name of Organization/Department	Code
1.	Central Administrative Tribunal	0001
2.	Central Board of Excise & Customs	0002
3.	Central Bureau of Investigation	0003
4.	Central Board of Direct Taxes	0004
5.	Central Public Works Department	0005
6.	Central Vigilance Commission	0006
7.	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 & Paragana Region (KPR)

For example: Principal A.C. Officer in charge, Registrar General of India, Chandernagore, District, Pondicherry (008) Controller of Police, Chandernagore, District, Pondicherry (008) Registrar General of India, Chandernagore, District, Pondicherry (008)