

**MOST URGENT**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (VACANCY CELL)  
LEVEL-5, B-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002**

**No. F 16(496)/Co-ord/CS/2022/081695832/1037-1042**

**Dated 01.07.2023**

To,

The All Heads of the Department,  
Govt. of NCT of Delhi/Autonomous Bodies/  
Local Bodies/Boards/PSU etc.  
Govt. Of National Capital Territory of Delhi

**Sub:- Regarding furnishing of information in respect of filling of vacancies/vacant posts (both Direct Recruitment & Promotion) in department of GNCTD , Autonomous bodies/Boards/Local Bodies/PSU etc.**

Madam/Sir,

I am directed to request you to provide category wise information in respect of recruitment for various posts (both Direct Recruitment & Promotion) updated upto 01.07.2023 exact and complete, duly authenticated, strictly as per the prescribed proforma (enclosed as Annexure-I, II & III) **latest by 04.07.2023 positively through email on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com) as well as through SPECIAL MESSENGER, for submission to the Competent Authority.**

Further, it is made clear to all the Departments, GNCTD/ Autonomous Bodies/Local Bodies/Boards/PSU etc. that information in respect of ex-cadre posts may only be furnished which are under their Administrative control. However, duly consolidated and compiled information in respect of Planning Cadre, IT-Cadre, Teaching Cadre, Accounts Cadre, DSS/Steno cadre and Health Cadre (i.e. Medical, Para Medical & Nursing) shall be provided by their concerned cadre controlling authorities.

It is also requested that the aforesaid requisite information/data may also be furnished to this Department on excel sheet (soft copy) and be forwarded through email **[monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com)** within the stipulated time.

This may please be accorded **TOP PRIORITY.**

Yours faithfully,

Encl:As above

  
(AMITABH JOSHI)

DEPUTY SECRETARY (SERVICES)

Dated 01.07.2023

**No. F 16(496)/Co-ord/CS/2022/081695832/1037-1042**

Copy forwarded to :

1. The Staff Officer to the Chief Secretary, Delhi.
2. PS to the Pr. Secretary (Services), Services Department, Govt. Of NCT of Delhi.
3. PA to the Special Secretary (Services)
4. The Section Officer (Monitoring Cell), Services Department with the directions to compile the data on day to day basis and ensure that the requisite information received within stipulated time.
5. The SO (Co-Ordination), Co-ordination Branch, Services Department with the request to upload the latter on the website of the Department.

  
(AMITABH JOSHI)

DEPUTY SECRETARY (SERVICES)

Name of the Department .....

Annexure -I (Group "A")

Name of the Department																														
S.No.	Name of the post (Group "A")	Total No. of Sanctioned Post (as on 01.07.2023)		Total No. of filled Post (as on 01.07.2023)		Total No. of Vacant Post (as on 01.07.2023)		Action taken for filling up vacancies under Direct Recruitment Quota					Action taken for filling up vacancies under Promotion Quota			Remarks, if any														
		DR	DP	DR	DP	DR	DP	No. of Post for which requisition sent to UPSC	Date of sending requisition	Status of remaining vacancies which have not been sent to UPSC alongwith reasons	Present Status of vacancies sent to UPSC i) Whether advt. issued ii) Whether exam conducted iii) Whether pending for result iv) or otherwise (Pl. Specify)	Whether her RRs for the post exist or not	Whether amendments made as per latest rules & guidelines	Whether eligible employees are available in feeder cadre for promotion to the post	Expected time by which the post will be filled (as per DPC Calender)															
1	2		3		4		5		6		7		8		9	10		11		12		13		14		15		16		17
1																														
1																														
2																														
3																														
4																														
5																														
Total																														

Signature of Head of the Department

Signature of Head of the Department

\* DR - Direct Recruitment

\* DP - Departmental Promotion

Note 1.The information may be furnished strictly as per prescribed proforma under the attestation of concerned Head of the Department

2. The information may also be furnished on excel sheet(soft copy) that may be sent through email on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com)

Name of the Department .....

Annexure -II (Group "B")

S.No.	Name of the post (Group "B")	Total No. of Sanctioned Post (as on 01.07.2023)	Total No. of filled Post (as on 01.07.2023)	Total No. of Vacant Post (as on 01.07.2023)	Action taken for filling up vacancies under Direct Recruitment Quota							Action taken for filling up vacancies under Promotion Quota				Remarks, if any
		DR	DP	DR	DP	No. of Post for which requisition sent to UPSC/DS SSB	Date of sending requisition	Status of remaining vacancies which have not been sent to UPSC alongwith reasons	Present Status of vacancies sent to UPSC/DSSSB i) Whether advt. issued ii) Whether exam conducted iii) Whether pending for result iv) or otherwise (Pl. Specify)	Whether her RRs for the post exist or not	Whether amendments made as per latest rules & guidelines	Whether eligible employees are available in feeder cadre for promotion to the post	Expected time by which the post will be filled (as per DPC Calender)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
5																
Total																

Signature of Head of the Department

\* DR - Direct Recruitment

\* DP - Departmental Promotion

Note 1. The information may be furnished strictly as per prescribed proforma under the attestation of concerned Head of the Department

2. The information may also be furnished on excel sheet(soft copy) that may be sent through email on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com).



Name of the Department .....

Annexure -III (Group "C")

S.No.	Name of the post (Group "C")	Total No. of Sanctioned Post (as on 01.07.2023)	Total No. of filled Post (as on 01.07.2023)	Total No. of Vacant Post (as on 01.07.2023)	Action taken for filling up vacancies under Direct Recruitment Quota							Action taken for filling up vacancies under Promotion Quota					Remarks, if any
		DR	DP	DR	DP	DR	DP	No. of Post for which requisition sent to DSSSB	Date of sending requisition	Status of remaining vacancies which have not been sent to UPSC alongwith reasons	Present Status of vacancies sent to DSSSB i) Whether advt. issued ii) Whether exam conducted iii) Whether pending for result iv) or otherwise (Pl. Specify)	Whether her RRs for the post exist or not	Whether amendments made as per latest rules & guidelines	Whether eligible employees are available in feeder cadre for promotion to the post	Expected time by which the post will be filled (as per DPC Calender)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
1																	
2																	
3																	
4																	
5																	
Total																	

Signature of Head of the Department

\* DR - Direct Recruitment

\* DP - Departmental Promotion

Note 1.The information may be furnished strictly as per prescribed proforma under the attestation of concerned Head of the Department

2. The information may also be furnished on excel sheet(soft copy) that may be sent through email on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com).