

**Most Urgent**  
**Time Bound**  
**Hon'ble LG Reference**

**Government of National Capital Territory of Delhi**  
**Services Department (Vacancy Cell)**  
**5<sup>th</sup> level, 'B' Wing, Delhi Secretariat**  
**I.P. Estate, New Delhi - 110002.**

**No. F 20(11)/Services/Vacancy Cell/2024/ 330-38**

**Dated 14/11/24**

**Sub: Filling up of vacancies of all posts in Govt. of NCT of Delhi**

As all the HoDs are aware that Hon'ble Lt. Governor has been regularly monitoring the progress made by different departments for filling up of all vacant posts of both promotion and direct recruitment quota.

In this regard, Hon'ble Lt. Governor, Delhi during the last function for distribution of offer of appointment held at Vigyan Bhawan on 30.08.2024 was informed that approximately 20,000 vacancies in various departments need to be filled up by DSSSB by March 2025. Hon'ble Lt. Governor had desired at that time that all the departments should send details of the vacancies to be filled to DSSSB expeditiously in order to enable DSSSB to conduct common exams wherever possible.

In this connection, review of the position has revealed that a number of departments are yet to furnish their requisition to DSSSB. Hon'ble Lt. Governor has, therefore, taken a serious view on non-submission of available vacancies to DSSSB by many departments and has observed that laxity on the part of the departments in the matter would lead to the posts remaining unfilled, adversely affecting delivery of services to the general public and also hampering the functioning of the departments.

All the HoDs are, therefore, directed to submit the requisition(s) of all the pending vacancies pertaining to DSSSB **within a week** of the issue of this note and furnish a status report in this regard to Services Department, GNCTD (in prescribed proforma: Annexure-A&B) by 18.11.2024. Thereafter, a monthly status report is required to be furnished to Services Department, GNCTD by last day of the month for perusal and onward transmission to the Office of the Lt. Governor, Delhi.

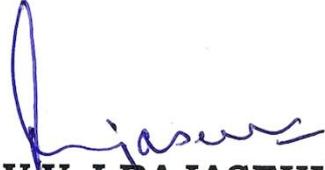
  
(DHARMENDRA)  
CHIEF SECRETARY, DELHI

To,

The All Head of Departments  
Govt. of NCT of Delhi/Local Bodies/  
Autonomous Bodies etc.

Copy forwarded to:-

1. The Principal Secretary to Lt. Governor, Delhi with reference to U.O. No. 17(1)/2024/RN/532/A-2883 dated 06.11.2024.
2. The S.O. to Chief Secretary, Delhi,
3. PS to the Pr. Secretary (Services), Services Department, GNCTD.
4. PA to the Dy. Secretaries (Services), Services Department, GNCTD.
5. The Section Officer (Monitoring Cell), Services Department with the directions to maintain and compile the data on day to day basis and ensure that the requisite information received within stipulated time.
6. The SO (Co-Ordination), Co-ordination Branch, Services Department with the request to upload the latter on the website of the Department.
7. Guard File.

  
(Y.V.V.J. RAJASEKHAR)  
SPL. SECRETARY (SERVICES)

Name of the Department .....

Annexure -A(Group "B")

| S.No. | Name of the post (Group "B") | Total No. of Sanctioned Post | Total No. of filled Post | Total No. of Vacant Post | Action taken for filling up vacancies under Direct Recruitment Quota |                             |   |   |
|-------|------------------------------|------------------------------|--------------------------|--------------------------|--|-----------------------------|---|---|
|       |                              |                              |                          |                          | No. of Vacancies for which requisition sent to DSSSB                 | Date of sending requisition | Status of remaining vacancies which have not been sent to DSSSB alongwith reasons | Present Status of vacancies sent to DSSSB<br>i) Whether advt. issued<br>ii) Whether exam conducted<br>iii) Whether pending for result<br>iv) or otherwise (Pl. Specify) |
| 1     | 2                            | 3                            | 4                        | 5                        | 6  | 7                           | 8   | 9   |
| 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 through email on [monitoringcellservices@gmail.com](mailto:monitoringcellservices@gmail.com)

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 -B(Group "C")

| S.No. | Name of the post (Group "C") | Total No. of Sanctioned Post | Total No. of filled Post | Total No. of Vacant Post | Action taken for filling up vacancies under Direct Recruitment Quota |                             |   |   |  |
|-------|------------------------------|------------------------------|--------------------------|--------------------------|--|-----------------------------|---|---|--|
|       |                              | DR                           | DR                       | DR                       | No. of Vacancies for which requisition sent to DSSSB                 | Date of sending requisition | Status of remaining vacancies which have not been sent to DSSSB alongwith | Present Status of vacancies sent to DSSSB |  |
| 1     | 2                            | 3                            | 4                        | 5                        | 6  | 7                           | 8   | 9   |  |
| 1     |                              |                              |                          |                          |  |                             |   |   |  |
| 2     |                              |                              |                          |                          |  |                             |   |   |  |
| 3     |                              |                              |                          |                          |  |                             |   |   |  |
| 4     |                              |                              |                          |                          |  |                             |   |   |  |
| 5     |                              |                              |                          |                          |  |                             |   |   |  |
| Total |                              |                              |                          |                          |  |                             |   |   |  |

Signature of Head of the Department

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