

**GOVERNMENT OF NCT OF DELHI
SERVICES DEPARTMENT: BRANCH-III
5TH LEVEL, B-WING, DELHI SECRETARIAT,
I. P. ESTATE, NEW DELHI-110 002**

Sub:- Uploading of Reservation Roster.

Kindly refer to letter no. F.19(31)/2023/RES./S-IV/385 dated 07/03/2024 on the subject cited above, please find enclosed herewith Roster summary & Certificate duly signed by the Liaison Officer in respect of Services-III Branch with the request to upload the Roster Summary & Certificate for the calendar year-2024 on public domain i.e official website of Services Department.

Encl: as above

[Signature]
09/04/24

(DEEPAK KUMAR)
SECTION OFFICER (S-III)

✓ Section Officer, Coordination Branch(Services).

U.O.No.F.16(1)(c)/Reports/2023/S.III/Vol.II/ 585-587

Dated: 09-04-2024

Copy for information and necessary action to:-

1. Section Officer, Services-IV Branch, Services Department, GNCTD.
2. Section Officer, Data Compilation Cell, Services Department, GNCTD.

[Signature]
09/04/24


(DEEPAK KUMAR)
SECTION OFFICER (S-III)

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SERVICES DEPARTMENT: BRANCH-III
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Format for Roster Summary

Name of the Post: Junior Assistant
Name of the Department: Services-III
Method of Recruitment: Direct
Reservation Summary as on: 31-12-2023

Earmarked for	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated	465	232	837	1569	3103
No. of posts filled	271	192	337	631	1431
Shortfall/surplus	194	40	500	938	1672


PIYUSH SHARMA
A.S.O
Prepared by


Section Officer (S-III)


Liaison Officer

CERTIFICATE

This is to certify that the Reservation Roster for the post of Junior Assistant has been prepared strictly in accordance with extant OM's / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain/official website of the Department i.e. [http:// https://services.delhi.gov.in](http://https://services.delhi.gov.in).


Liaison Officer

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SERVICES DEPARTMENT: BRANCH-III
5TH LEVEL, B-WING, DELHI SECRETARIAT,
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Sub:- Uploading of Reservation Rosters.

Kindly refer to letter no. F.19(31)/2023/Res./S.IV/385 dated 07.03.2024 on the subject cited above, the requisite information in respect of Jr. Assistant and Stenographers Cadre, is as under:-

Format for Roster Summary

Name of the Post:	<u>Stenographer</u>
Name of the Department:	<u>Services-III</u>
Method of Recruitment:	<u>Direct</u>
Reservation Summary as on:	<u>31-12-2023</u>

Earmarked for	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated	74	37	134	252	497
No. of posts filled	48	17	98	179	342
Shortfall/surplus	26	20	36	73	155


Nirmal Chawla
ASO
Prepared by


Section Officer (S-III)


Liaison Officer

CERTIFICATE

This is to certify that the Reservation Roster for the post of **Stenographer** has been prepared strictly in accordance with extant OMs / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain/official website of the Department i.e. [http:// https://services.delhi.gov.in](https://services.delhi.gov.in)



Liaison Officer

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Format for Roster Summary

Name of the Post:	<u>Personal Assistant</u>
Name of the Department:	<u>Services-III</u>
Method of Recruitment:	<u>Promotion</u>
Reservation Summary as on:	<u>31-12-2023</u>

Earmarked for	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated	64	32	----	333	429
No. of posts filled	61	02	----	236	299
Shortfall/surplus	03	30	----	97	130


S.K. Shukla
A.S.O
Prepared by


Section Officer (S-III)


Liaison Officer

CERTIFICATE

This is to certify that the Reservation Roster for the post of Personal Assistant has been prepared strictly in accordance with extant OMs / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain/official website of the Department i.e. [http:// https://services.delhi.gov.in](http://https://services.delhi.gov.in).


Liaison Officer

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Format for Roster Summary

Name of the Post: Private Secretary
Name of the Department: Services-III
Method of Recruitment: Promotion
Reservation Summary as on: 31-12-2023

Earmarked for	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated	43	21	----	226	290
No. of posts filled	43	00	----	221	264
Shortfall/surplus	00	21	----	05	26


S.K. Shukla
A.S.O
Prepared by


Section Officer (S-III)


Liaison Officer

CERTIFICATE

This is to certify that the Reservation Roster for the post of Private Secretary has been prepared strictly in accordance with extant OM's / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain/official website of the Department i.e. <http://https://services.delhi.gov.in>.


Liaison Officer

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Format for Roster Summary

Name of the Post:	<u>Principal Private Secretary</u>
Name of the Department:	<u>Services-III</u>
Method of Recruitment:	<u>Promotion</u>
Reservation Summary as on:	<u>31-12-2023</u>

Earmarked for	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated	10	05	----	55	70
No. of posts filled	05	----	----	10	15
Shortfall/surplus	05	05	----	45	55


S.K. Shukla
A.S.O
Prepared by


Section Officer (S-III)


Liaison Officer

CERTIFICATE

This is to certify that the Reservation Roster for the post of Principal Private Secretary has been prepared strictly in accordance with extant OMs / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain/official website of the Department i.e. [http:// https://services.delhi.gov.in](http://https://services.delhi.gov.in).


Liaison Officer