

Post-based Reservation Roster w.e.f. 16<sup>th</sup> May, 2011 due to revision of R.R. from 50 – 50 promotion /direct recruitment to 100% promotion promulgated vide Council notification No. 5-2/2010-EC/1044-1124 dt 16-05-2011

Cadre (Designation): Stenographer Grade-I/Personal Assistant

Classification of Post: "Group B" ✓

Pay Scale: Rs. 9300-34800 (PB-II) with GP 4200/- ✓

Cadre Strength: 37\* (48-11)

Mode of Recruitments: 100% by Promotion

Roster Points as per Annexure-III of DOPT Circular No. 36012/2/96-Estt. (RRs.) dated 02.07.1997

**\*Note:** 11 vacancies of Personal Assistant under direct recruitment quota were under revival prior to promulgation of R.R. dated 16.5.2011. MHRD vide letter no.1-2/2008-IWSU dated 09/06/2011 requested to permit to withdraw 11 posts of PA from the proposal for revival in view of change in Recruitment Rules. In spite reminder, reply from MHRD is awaited. Hence sanctioned strength reduced to 37 w.e.f. 16.5.2011.

Roster Point Sl. No.	Category for which the post is earmarked	Name of persons appointed/promoted	Date of Appointment promotion/	Whether belongs to SC/ST or UR	Point utilized by SC/ST/UR	Short fall(-) /Excess(+) of SC/ST	Signature of U.S.	Remarks indicating date of promotion/retirement etc.
1.	2.	3.	4.	5.	6.	7.	8.	9.
1	UR	Smt.Sushma Thukral	09/10/97	UR	UR	Nil		Promoted as APC on 06/09/11
	C-I /RP No.1-UR	Sh. Dharam Pal Saini	13/09/12	OBC	UR	Nil		
2	UR	Smt.Meenakshi Sharma	09/10/97	UR	UR	Nil	--	Retired on 31.10. 2012
	C-I /RP No.11-UR	Smt. Karunesh Gambhir	30/05/13	UR	UR	Nil		
3	UR	Smt.Neelam Sharma	09/10/97	UR	UR	Nil	--	Retired on 31/03/12
	C-I /RP No.2-UR	Sh. Mukesh Kumar Verma	13/09/12	UR	UR	Nil		

Date:

Neelam Sharma

15/7/14

PB

1.	2.	3.	4.	5.	6.	7.	8.	9.
4	UR	Smt.Suresh Azad	09/10/97	SC	SC	SC+1*		*Adjusted against SC-1 at point No 7 Promoted as APC on 08/06/12
	<b>C-I /RP No.3- UR</b>	Smt. Sandhya Chopra	13/09/12	UR	UR	Nil		
5	UR	Smt.Shakuntala	09/10/97	SC	SC	SC+1**		**Adjusted against SC-1 at point No 15 Promoted as APC on 11/06/12
	<b>C-I /RP No.4- UR</b>	Sh. Gopal Das	13/09/12	SC	SC	SC+1****		****Adjusted against SC-1 at point No 35
6	UR	Sh. Anil Kumar Thakur	15/09/03	UR	UR	Nil		Promoted as APC on 11/06/12
	<b>C-I /RP No.5- UR</b>	Sh. Anil Kumar	13/09/12	SC	SC	SC+1@		@ Adjusted against SC-1 at <b>C-I /RP No.15 under Point No.14</b>
7	SC-1	Smt.Suman Bali	13/01/04	UR	UR	SC-1*		*Adjusted against SC+1 at point No 4 Promoted as APC on 20/06/12
	<b>C-I /RP No.6- UR</b>	Sh. Parmod Kumar	13/09/12	SC	SC	SC+1@@		@@
8	UR	Smt.Paramjeet Kaur. Sahni	16/01/04	UR	UR	Nil		Promoted as APC on 13/08/12
	<b>C-I /RP No.8- UR</b>	Smt. Anita Bhutani	09/01/13	UR	UR	Nil		

1.	2.	3.	4.	5.	6.	7.	8.	9.
9	UR	Charu Arya	28/05/04	UR	UR	Nil		Promoted as APC on 24/08/12
	C-I /RP No.9-UR	Smt. Neelima Chawla	06/02/13	UR	UR	Nil		
10	UR	Smt. Usha M.K. Gaur	30.08.05	UR	UR	Nil		Promoted as APC on 01/10/12
	C-I /RP No.10-UR	Smt. Rani Devi Sharma	19/02/13	UR	UR	Nil		
11	UR	Smt. Celoney Chhibar	30.08.05	UR	UR	Nil		Promoted as APC on 22/01/13
	C-I /RP No.12-UR	Smt. Poonam Sharma	06/03/13	UR	UR	Nil		
12	UR	Smt. Phoola Rani	30.08.05	UR	UR	Nil		Promoted as APC on 14/02/13
	C-I /RP No.13-UR	Smt. Gayatri Pokhriyal	05/07/13	UR	UR	Nil		
13	UR	Smt. Sushma Gupta	01.03.07	UR	UR	Nil		^ Promoted as APC on 05/03/13
	C-I /RP No.14-ST-1	Smt. Chandrakala Mohan	12/08/13	UR	UR	ST-1		^^^

1.	2.	3.	4.	5.	6.	7.	8.	9.
14	ST-1	Smt. Madhu Kapoor	22/03/07	UR	UR	ST-1^		^ Promoted as APC on 08/05/13
	C-I /RP No.15-SC-2	Smt. Devki Rawat	07/03/14	UR	UR	SC-1@		@Adjusted against SC+1 at C-I /RP No.5 under Point No.6
15	SC-2	Ms. GeetaSharma (Divedi)	20/02/08	UR	UR	SC-1**		**Adjusted against SC+1 at point No 5 Debarred for promotion during 2013
16	UR	Ms. Neha Bhatia	22/02/08	UR	UR	Nil	--	Technically resigned from 18/06/12
	C-I /RP No.7- SC-1	Sh. Mahender Kumar	13/09/12	SC	SC	Nil		
17	UR	Sh. Harish Sapra	11/03/08	UR	UR	Nil		Promoted as APC on 05/07/13
	C-I /RP No.16-UR							
18	UR	Sh. Lallit Kumar	20/03/08	UR	UR	Nil		Promoted as APC on 05/08/13
	C-I /RP No.17-UR							

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19	UR	Sh. Binod Kumar	11/01/08	OBC	UR	Nil	Promoted as APC on 10/03/14
	<b>C-I /RP No.18-UR</b>						
20	SC-3	Sh. Vijay Kumar	25/04/08	OBC	UR	SC-1***	***Adjusted against SC+1 at point No 33 Promoted as APC on 09/05/14
	<b>C-I /RP No.19- UR</b>						
21	UR	Sh. Mukesh Kumar	02/06/08	UR	UR	Nil	
22	UR	Ms. Tanu Sareen	14/05/08	UR	UR	Nil	
23	UR	Smt. Naresh Grover	13/05/08	UR	UR	Nil	
24	UR	Sh. Rajender Singh Yadav	25/09/09	OBC	UR	Nil	
25	UR	Smt. Santosh Kapoor	12/03/10	UR	UR	Nil	

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1.	2.	3.	4.	5.	6.	7.	8.	9.
26	UR	Sh. Raj Roop	12/03/10	UR	UR	Nil		
27	SC-4	Sh. Sanjay Kumar	12/03/10	SC	SC	Nil		
28	ST-2	Smt. Vanila Malik	15/06/10	UR	UR	ST-1^^		
29	UR	Smt. Rajeshwari Tomar	29/03/11	UR	UR	Nil		
30	UR	Smt. Navaljit Kaur Kalra	29/03/11	UR(PH)	UR	Nil		
31	UR	Gurbachan Singh	29/03/11	UR	UR	Nil		
32	UR	Jasbir Kohli	29/03/11	UR	UR	Nil		

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33	UR	Sushila Jarodia	29/03/11	SC	SC	SC+1***	*****Adjusted against SC-1 at point No 20
34	UR	Renu Katyal	29/03/11	UR	UR	Nil	
35	SC-5	Smt. Kalika Sundriyal	13/09/12	UR	UR	SC-1****	*****-Adjusted against SC+1 at C-I /RP No.4 under Point No.5
36	UR	Smt. Sunita Bhandari	13/09/12	UR	UR	Nil	
37	UR	Smt. Kamlesh Dabas	13/09/12	UR	UR	Nil	

BR  
14/7/14  
(D.A, E II)

M. S. Ghoshal  
14/7/14  
(S.O, E II)

S. C. D.  
14/7/14  
(U.S) E II

अवर सचिव / Under Secretary

अ जा / अ ज जा प्रकाश

SC / ST Cell

राज्य सेवा आयोग

(भारत सरकार)

(Under C. S. 110)

नई दिल्ली-110016

(S.O, E II)

E. P.

वर्क

अधीन

110016

(S.O, E II)

उप सचिव / संपर्क अधिकारी

Deputy Secretary / Liaison Officer

अ जा / अ ज जा प्रकाश

SC / ST Cell

राज्य सेवा आयोग

(भारत सरकार)

(Under C. S. 110)

नई दिल्ली-110016 / New Delhi-16

(S.O, E II)

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SUMMARY AS ON 16-05-2011

Personal Assistant

Total Sanctioned Post: 37 (48-11 Posts under revival)

Category	Required Representation	Number required Initial Cycle	In-Position	Shortfall	Excess	Remarks
SC	15%	4	4	-	-	Covered upto 34 <sup>th</sup> point
ST	7.5%	2	-	2	-	

SUMMARY AS ON 13-09-2012

Personal Assistant

Total Sanctioned Post: 37

Category	Required Representation	Number required Initial Cycle +Cycle-1	In-Position	Shortfall	Excess	Remarks
SC	15%	6	6	-	-	Covered up to Point No.C-1/RP No-7
ST	7.5%	2	-	2	-	

SUMMARY AS ON 12-08-2013

Personal Assistant

Total Sanctioned Post: 37

Category	Required Representation	Number required (Cycle-1)	In-Position	Shortfall	Excess	Remarks
SC	15%	5	6	-	1	Covered up to Point No.C-1/RP No-13
ST	7.5%	2	-	2	-	

SUMMARY AS ON 07-03-2014

Personal Assistant

Total Sanctioned Post: 37

Category	Required Representation	Number required (Cycle-1)	In-Position	Shortfall	Excess	Remarks
SC	15%	5	6	-	1	Covered up to Point No.C-1/RP No-15
ST	7.5%	3	-	3	-	

SUMMARY AS ON 09-05-2014

Personal Assistant

Total Sanctioned Post: 37

Category	Required Representation	Number required (Cycle-1)	In-Position	Shortfall	Excess	Remarks
SC	15%	5 ✓	6 ✓	-	1 ✓	Covered up to Point No.C-1/RP No-19
ST	7.5%	2+1 ✓ Backlog	-	3 ✓	-	

14/7/14  
(D.A., E.I)

(S.O., E.I)

अवर सचिव / Under Secretary  
SC/ST Cell  
(Under GOI Min. of HRD)

उप सचिव / संपर्क अधिकारी  
Deputy Secretary / Liaison Officer  
SC/ST Cell  
(Under Min. of HRD)