

RESERVATION ROSTER

1. **Name of post: Private Secretary**
2. Group: 'B' -Pay Matrix (Level-7 with Entry Pay of Rs. 44900/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): **04** (2020)
5. Percentage of reservation prescribed: SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	OBC						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	OBC						
1/9	UR						
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

Note: Since the eligible candidates were not available for promotion before issuing the advertisement, the post of promotion was advertised by direct recruitment.

RESERVATION ROSTER

1. Name of post: **Private Secretary**
2. Group: 'B' -Pay Matrix (Level-7 with Entry Pay of Rs. 44900/-)
3. Method of Recruitment: **Promotion**
6. Number of posts in the cadre (Cadre Strength): **01 (2020)**
7. Percentage of reservation prescribed: SCs-15%, STs-7.5%

Cycle No/ Point No.	UR or reserved for SCs/ STs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	UR						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	UR						
1/9	UR						
1/10	UR						
1/11	UR						
1/12	UR						
1/13	UR						
1/14	ST						

Note: Since the eligible candidates were not available for promotion before issuing the advertisement, the post was advertised under direct recruitment.

RESERVATION ROSTER

1. Name of post: **SECTION OFFICER**
2. Group: 'B' -Pay Matrix (Level-7 with Entry Pay of Rs. 44900/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): 01 (2013); **02** (2016); 02 (2020)
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR	Mr. Ranbir Singh	16.09.2013	UR	UR		
1/2	UR	Mr. Jatinder Pal Singh	18.10.2016	UR	UR		
1/3	UR						
1/4	OBC						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	OBC						
1/9	UR						
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

Note: Since the eligible candidates were not available for promotion before issuing the advertisement, the post was advertised under direct recruitment.

RESERVATION ROSTER

1. Name of post: **SECTION OFFICER**
2. Group: 'B' -Pay Matrix (Level-7 with Entry Pay of Rs. 44900/-)
3. Method of Recruitment: Promotion
4. Number of posts in the cadre (Cadre Strength): **2** (2016), 3 (2020)
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%,

Cycle No/ Point No.	UR or reserved for SCs/ STs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR	Mr. Vivek Goyal	06.05.2016	UR	UR		Resigned
1/2	UR	Mr. Suresh Kumar	21.10.2016	SC	UR		
1/3	UR						
1/4	UR						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	UR						
1/9	UR						
1/10	UR						
1/11	UR						
1/12	UR						
1/13	UR						
1/14	ST						

RESERVATION ROSTER

1. **Name of post: ASSISTANT**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): **06** (2018)
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR	Mr. Vivek Goyal	22.02.2011	UR	UR		Resigned in 2016
1/2	UR	Mr. Suresh Kumar	03.10.2011	SC	UR		Resigned in 2016
1/3	UR	Mr. Sandeep Kumar	08.01.2014	UR	UR		
1/4	OBC	Ms. Taranveer Kaur	10.01.2018	UR	UR		Reservation consumed at 1/5
1/5	UR	Mr. Sukhpreet Singh	01.02.2018	OBC	OBC		Adjusted at 1/4 Resigned on 19.09.18
1/6	UR	Sh. Manjeet Kumar	16.02.2018	OBC	OBC		Adjusted at 1/8
1/7	SC	Mr. Harvinder Singh	23.02.2018	OBC	UR		Reservation to be consumed at 1/9
1/8	OBC	Mr. Deepak	12.04.2018	UR	UR		Reservation consumed at 1/6
1/9	UR						Reserved for SC as backlog reserved vacancy
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

Note: Since the eligible candidates were not available for promotion before issuing the advertisement, two posts were filled/advertised in direct recruitment.

RESERVATION ROSTER

1. Name of post: ASSISTANT
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Promotion
4. Number of posts in the cadre (Cadre Strength): **02** (2020)
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%,

Cycle No/ Point No.	UR or reserved for SCs/ STs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR	Mrs. Poonam Rani	06.06.2019	UR	UR		
1/2	UR						
1/3	UR						
1/4	UR						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	UR						
1/9	UR						
1/10	UR						
1/11	UR						
1/12	UR						
1/13	UR						
1/14	ST						

RESERVATION ROSTER

1. **Name of post: PERSONAL ASSISTANT**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): **03**
5. Percentage of reservation prescribed: SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR	Mr. Praveen Kumar	04.11.2016	UR	UR		Resigned in 2019
1/2	UR						
1/3	UR						
1/4	OBC						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	OBC						
1/9	UR						
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

RESERVATION ROSTER

1. **Name of post: Senior Technical Assistant (Laboratory)**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): **02** (2020)
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	OBC						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	OBC						
1/9	UR						
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

Note: Since the eligible candidates were not available for promotion before issuing the advertisement, two posts of promotion were advertised by direct recruitment.

RESERVATION ROSTER

1. **Name of post: Senior Technical Assistant (Laboratory)**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Promotion
4. Number of posts in the cadre (Cadre Strength): **02**
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%

Cycle No/ Point No.	UR or reserved for SCs/ STs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	UR						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	UR						
1/9	UR						
1/10	UR						
1/11	UR						
1/12	UR						
1/13	UR						
1/14	ST						

Note: Since no eligible candidate was available for promotion before issuing the advertisement, two posts of promotion was advertised under direct recruitment.

RESERVATION ROSTER

1. **Name of post: Senior Technical Assistant (Computer)**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Direct Recruitment
4. Number of posts in the cadre (Cadre Strength): **01 (2020)**
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%, OBC-27%, EWS-10%

Cycle No/ Point No.	UR or reserved for SCs/ STs/OBCs/ EWSs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs/ OBCs/EWSs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	OBC						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	OBC						
1/9	UR						
1/10	EWS						
1/11	UR						
1/12	OBC						
1/13	UR						
1/14	ST						

Note: Since no eligible candidate was available for promotion before issuing the advertisement in 2016, one post of promotion was advertised under direct recruitment.

RESERVATION ROSTER

1. **Name of post: Senior Technical Assistant (Computer)**
2. Group 'B' Pay Matrix (Level-6 with Entry Pay of Rs. 35400/-)
3. Method of Recruitment: Promotion
4. Number of posts in the cadre (Cadre Strength): **01 (2020)**
5. Percentage of reservation prescribed : SCs-15%, STs-7.5%,

Cycle No/ Point No.	UR or reserved for SCs/ STs	Name	Date of appointment	Whether SC/ST/OBC/EWS General	Filled as UR or as reserved for SCs/ STs	Signature of appointing authority or other authorized officer	Remarks
1	2	3	4	5	6	7	8
1/1	UR						
1/2	UR						
1/3	UR						
1/4	UR						
1/5	UR						
1/6	UR						
1/7	SC						
1/8	UR						
1/9	UR						
1/10	UR						
1/11	UR						
1/12	UR						
1/13	UR						
1/14	ST						

Note: Since no eligible candidate was available for promotion before issuing the advertisement, one post of promotion was advertised under direct recruitment.