Reminder/By Speed Post
No.6/1/2018-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated 4th April, 2018

To,

The candidates as in Annexure

Subject: Appointment to the grade of Stenographer Grade ‘D’ of Central Secretariat Stenographers’ Service on the basis of Stenographers Grade ‘C’ & ‘D’ Examination, 2016 conducted by Staff Selection Commission (SSC)—Completion of pre-appointment formalities thereof.

Sir /Madam,

I am directed to refer to this Department’s letters of even number dated 28.02.2018 & No. 6/1/2017-CS-II(C) dated 20.03.2018 which is available on the website of this Department at dopt.gov.in → About us → Central Secretariat → CSSS → Recruitment → Steno Grade D. Candidates were requested to submit their willingness to join the post, 4 set of Attestation Forms and Medical Examination report. The same is still awaited in this Division

2. All the candidates, as per annexure, recommended to the grade of Stenographer Grade ‘D’ of CSSS are required to submit the following documents immediately:

(i) Willingness to join the post
(ii) Four sets of Attestation Form, all sets duly filled in ink.

[The candidates may take print out (back to back) of the Attestation Form attached and should carefully fill in the forms. No point in the form shall be left blank. The photograph pasted on all four sets should be signed by the candidate. Specific answers pasted on all four sets should be signed by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out ‘yes’ or ‘No’ as the case may be and not by tick mark ×. The Candidates should fill in the point 10 also even of it is same as in the points 2 or 3 of the form]
3. The candidate who in the point number 10 of the attestation form indicates his having resided in Delhi should additionally send the self-attested copies of the following documents and the soft copies of the same by email at chirabrata.sarkar@nic.in / sumit.k13@nic.in

(a) One passport size photograph in JPEG format (less than 20 kb)
(b) One copy of photo identity proof in JPEG format (less than 200 kb)
   (any one of the following)
   (i) PAN card
   (ii) Driving License
   (iii) Election ID
   (iv) Aadhar Card

(C) One copy of residential proof in JPEG format (less than 200 kb)
   (any one of the following)
   (i) Passport
   (ii) Electricity Bill
   (iii) Telephone Bill (landline)
   (iv) Ration Card
   (v) Passbook
   (vi) Utility Bill
   (vii) Rent Agreement
   (viii) Others

4. Candidates should ensure that the requisite documents reach the undersigned at the address mentioned hereunder, latest by 11th April, 2018 failing which your candidature will be processed for cancellation.

   Department of Personnel & Training, CS-II Division
   (Shri Chirabrata Sarkar, Under Secretary)
   3rd Floor, Lok Nayak Bhawan,
   Khan Market, New Delhi – 110003.

5. All the candidates residing outside Delhi are advised to appear before the Civil Surgeon/ Principal Medical Officer / Chief Medical Officer of the District where the candidates are presently residing, for the medical examination to determine their fitness for the Government service.

6. All the candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical examination report and declaration in original shall be furnished to this Ministry as soon as possible. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached. In case any other letter is required by the office of CMO concerned, the undersigned may be contacted. However, if the candidate is already in government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their character and antecedents report, vigilance clearance and medical examination report obtained at the time of appointment in the present service, to the undersigned.
7. The candidates who submit the requisite documents (willingness, attestation form, medical fitness report etc) shall be considered for nomination to the mandatory Stenographers Direct Recruit (SDR) Foundational Training Programme organized by Institute of Secretariat Training and Management (ISTM), Delhi. **The training of the candidates would start from 23rd April, 2018.**

8. Mere submission of willingness and forms will not entitle any claim to appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

9. For further information/direction, if any, all candidates are required to follow the website of Department of Personnel & Training (www.dopt.gov.in) and website of ISTM (www.istm.gov.in) regularly.

Yours faithfully,

(Chirabrata Sarkar)
Under Secretary to the Government of India
Tele: 24623157
e-mail: chirabrata.sarkar@nic.in

For any query: 24620119
<table>
<thead>
<tr>
<th>S.NO.</th>
<th>NAME (Sh./Smt./Ms.)</th>
<th>ROLL NO.</th>
<th>RANK</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deepak Verma</td>
<td>3001005919</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rajat</td>
<td>1601000120</td>
<td>74</td>
<td></td>
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<tr>
<td>3</td>
<td>Lokesh Kumar</td>
<td>3013004401</td>
<td>96</td>
<td></td>
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<tr>
<td>4</td>
<td>Surendra Kumar</td>
<td>2002002898</td>
<td>101</td>
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<tr>
<td>5</td>
<td>Karan Kumar Tanwar</td>
<td>2201017045</td>
<td>305</td>
<td>He has requested for extension of 3 months and the same may not be granted.</td>
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<tr>
<td>6</td>
<td>Rajesh Kumar Meena</td>
<td>2405011856</td>
<td>867</td>
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<td>7</td>
<td>Parvendra Kumar</td>
<td>2201034521</td>
<td>1031</td>
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<td>8</td>
<td>Anil Kumar Meena</td>
<td>2405008691</td>
<td>1041</td>
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<td>9</td>
<td>Vipasha Dhawan</td>
<td>2404000021</td>
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<td>10</td>
<td>Hanuman Sahay Meena</td>
<td>2405004259</td>
<td>1051</td>
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<tr>
<td>11</td>
<td>Rakesh Kumar Meena</td>
<td>2405006864</td>
<td>1057</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Juhi Kumari (2015)</td>
<td>3206029862</td>
<td>870</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Shivani Kashyap (2015)</td>
<td>1601004114</td>
<td>176</td>
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To

The Under Secretary (CS-II)
CS-II Division
Department of Personnel & Training
3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003

Subject:- Appointment to the grade of Stenographer Grade ‘D’ of CSSS-
Submission of documents by candidates of Stenographers Grade
‘C’ & ‘D’ Examination, 2016, conducted by SSC-reg.

Sir,

I am refer to letter No. 6/1/2018-CS-II(C) dated 4th April, 2018 of Department of Personnel & Training on the subject mentioned above and hereby convey my willingness to join the grade of Stenographers Grade ‘D’ of CSSS.

2. Four sets of Attestation Form duly filled in my own handwriting, are also attached.

Yours faithfully

Dated

Signature.............................................
Name............................................. Grade
Roll No.............................................
Date of Birth......................................
e-mail..................................................
Contact No.........................................
Rank (AIR).........................................
**ATTESTATION FORM**

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**WARNING**

The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.

1. If retained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.

2. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.

3. (a) Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road & Town).

   (b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.

4. Aadhar Card No. (if available)

5. Permanent Account Number (PAN) (if available)

6. Nationality

---

Signature
7.(a) Date of Birth  
(b) Present age  
(c) Age at Matriculation

8.(a) Place of birth, district and state in which situated  
(b) District and State to which you belong  
(c) District and State to which your father originally belongs

9.(a) Your Religion  
(b) Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Class? Answer 'Yes' / 'No'

10. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Residential Address in full (i.e., Village Thana &amp; District or House No. Lane/Street/Road &amp; Town)</th>
<th>Name of the District Head Quarter or the place mentioned in preceding column</th>
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Signature
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<tr>
<th>11.</th>
<th>Name in full &amp; aliases if any</th>
<th>Nationality (by birth &amp; by domicile)</th>
<th>Place of birth</th>
<th>Occupation if employed give designation &amp; official address</th>
<th>Present postal address if dead give last address</th>
<th>Permanent Home address</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Father</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b)</td>
<td>Mother</td>
<td></td>
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<tr>
<td>c)</td>
<td>Spouse</td>
<td></td>
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<th>12.</th>
<th>Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
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<tr>
<th>13.</th>
<th>Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of School/College with full address</td>
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<tr>
<td>-----</td>
<td>------------------------------------------</td>
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</table>

Signature
14. (a) Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date

<table>
<thead>
<tr>
<th>Period</th>
<th>Designation, emoluments &amp; nature of employer</th>
<th>Full name &amp; address of employer</th>
<th>Reasons for leaving previous service</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
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</tbody>
</table>

14. (b) If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?

15. (l) (a) Have you ever been kept under detention? [Strike out 'Yes' or 'No' as the case may be]

<p>| | |</p>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

(b) Have you ever been arrested?

Yes / No

(c) Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)

Yes / No

(d) Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?

Yes / No

(e) Have you ever been convicted by a court of Law for any Office?

Yes / No

(f) Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?

Yes / No

(g) Have you ever been rusticated by any University or any other educational authority/institution?

Yes / No

Signature
<table>
<thead>
<tr>
<th>(i)</th>
<th>Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form.</td>
<td></td>
</tr>
</tbody>
</table>

Note:  
(i) Please also see the 'WARNING' at the top of this Attestation Form  
(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be

<table>
<thead>
<tr>
<th>16.</th>
<th>Names of two responsible person of your locality or two references to whom you are known:</th>
<th>1)</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td>2)</td>
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</table>

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/illegal action as a consequence.

I am not aware or any circumstances which might impair my fitness for employment under Government.

---

Date:  
Place:  
Signature of candidate

**TO BE FILLED BY THE OFFICE**

i) Name, Designation and full address of the authority forwarding the form:

Under Secretary to the Government of India  
CS-II Division  
Department of Personnel & Training  
3rd Floor, Lok Nayak Bhavan  
New Delhi-110003

ii) Post for which the candidate is being considered.

Stenographer Grade 'D' of  
Central Secretariat Stenographers' Service (CSSS)
FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined Sh/Smt/Ms.________________________ a
candidate for employment in the Central Secretariat Stenographer Service in the
Government of India and cannot discover that he/she has any disease
(communicable or otherwise), constitutional weakness or bodily infirmity,
except______________________________

I do not consider this a disqualification for employment in Central Secretariat
Stenographer Service in the Government of India.

The age of Shri/Smt./Ms.________________________ according to
his/her own statement is _______ years, and by appearance is about
_______ years.

(Signature/thumb impression
of the candidate)

Date ______________________

(To be signed in the presence of
the examining Medical Officer)

(Paste a photograph
of the candidate
examined)

Signature of Medical Officer
Name ______________________
Address ______________________

Official Seal

Note: The officer making this certificate should be a Civil Surgeon or a
District Medical Officer of equivalent status of a Government Hospital
CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the WARNING in the 'Note' at the bottom of page 2.)

1. Name in full
   (in BLOCK letters)

2. Age and place of birth

3. Have you ever had
   (a) small-pox, intermittent fever and
   other fever, enlargement suppurat
   on of glands, spitting of blood, fainting
   attacks, rheumatism or appendicitis?
   OR
   (b) any other disease or accident
   requiring confinement to bed and
   medical or surgical treatment?

4. When were you last vaccinated?

5. Have you or any of your relatives been
   affected by consumption, scrofula, gout,
   asthma, fits, epilepsy or insanity?

6. Have you suffered from any form of
   nervousness due to overwork or any
   other cause?

7. Have you been examined and declared fit
   for Govt. Service by a medical officer?
   Medical Board within the last three
   years?

8. Furnish the following particulars:

<table>
<thead>
<tr>
<th>Father's age, if living, &amp; state of health</th>
<th>Father's age at the time of death and cause of death</th>
<th>No. of brothers living, their ages and state of health</th>
<th>No. of brothers who have died, their ages at death and cause of death</th>
</tr>
</thead>
</table>

Contd....
<table>
<thead>
<tr>
<th>Mother's age, if living, &amp; state of health</th>
<th>Mother's age at the time of death and cause of death</th>
<th>No. of sisters living, their ages and state of health</th>
<th>No. of sisters who have died, their ages at death and cause of death</th>
</tr>
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<td>6.</td>
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</table>

**DECLARATION**

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/pension on account of any disease or other condition.

Signed in my presence.

Candidate's signature

Date: ____________________

Signature of Medical Officer

Name: ____________________  
& Designation: ______________

*Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.*