OFFICE MEMORANDUM

Subject: Filling up of unfilled vacancies in various grades of CSSS at various Branch Secretariats, Department of Legal Affairs-reg.

The undersigned is directed to say that the following posts of PPS, PS and PA of CSSS are lying vacant in various Branch Secretariats of Department of Legal Affairs.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Branch Secretariat</th>
<th>Cadre unit</th>
<th>Post</th>
<th>No. of vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Branch Secretariat, Mumbai</td>
<td>Legal Affairs</td>
<td>Principal Private Secretary</td>
<td>01</td>
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<td></td>
<td></td>
<td></td>
<td>Private Secretary</td>
<td>03</td>
</tr>
<tr>
<td>2</td>
<td>Branch Secretariat, Kolkata</td>
<td>Legal Affairs</td>
<td>Private Secretary</td>
<td>02</td>
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<td></td>
<td></td>
<td></td>
<td>Personal Assistant</td>
<td>01</td>
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</table>

2. All the Cadre Units are requested that the applications of willing officers for filling up the above-mentioned outstation posts of PPS, PS and PA in various Branch Secretariats of Department of Legal Affairs be forwarded along with their personal particulars in the enclosed proforma, not later than 28.09.2018 for consideration. Applications of the willing officers will be accepted through proper channel only.

3. Before sending the particular, it may be assured that the web based data in respect of the official(s) are updated.

Encls: As above

Under Secretary to the Govt. of India
Tel. No. 24623157

To
The Under Secretary(Admin)
All Cadre Units of CSSS

(Chirabrata Sarkar)
**BIO-DATA**

1. NAME:

2. DESIGNATION:

3. CSL NO.:

4. DATE OF BIRTH:

5. PRESENT MINISTRY/DEPARTMENT:

6. PERSONAL CONTACT NUMBER:

7. EDUCATIONAL QUALIFICATIONS:

8. EXPERIENCE (INCLUDING DEPUTATION DETAILS):

<table>
<thead>
<tr>
<th>S.No.</th>
<th>GRADE</th>
<th>MINISTRY/DEPARTMENT</th>
<th>FROM</th>
<th>TO</th>
<th>ATTACHED WITH</th>
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</table>

9. MEDIUM:

10. Reasons for seeking outstation post:

Date:

Signature of the applicant