OFFICE MEMORANDUM

Subject: Filling up of vacancies in various grades of CSSS at DGFASLI, Mumbai and DGLB, Chandigarh in Ministry of Labour & Employment-reg.

The undersigned is directed to say that the following posts of PPS, PS, PA and Steno Grade 'D' of CSSS are lying vacant in DGFASLI, Mumbai and DGLB, Chandigarh in Ministry of Labour & Employment.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Organisation</th>
<th>Name of the post</th>
<th>No. of vacancies</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>DGFASLI, Mumbai</td>
<td>Private Secretary</td>
<td>02</td>
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<td></td>
<td></td>
<td>Steno Grade 'D'</td>
<td>02</td>
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<td>2.</td>
<td>DGLB, Chandigarh</td>
<td>Principal Private Secretary</td>
<td>01</td>
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<td></td>
<td></td>
<td>Personal Assistant</td>
<td>03</td>
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<td></td>
<td></td>
<td>Steno Grade 'D'</td>
<td>02</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, PA and Steno Grade 'D' in various organizations of Ministry of Labour & Employment be forwarded along with their personal particulars in the enclosed proforma, not later than 06.07.2018 for consideration.

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

Ends: As above

(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tel. No. 24623157

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

Copy for information to:
Ministry of Labour & Employment (Shri C.S. Rao, Under Secretary) Shram Shakti Bhawan, New Delhi.
**BIO-DATA**

1. NAME:

2. DESIGNATION:

3. CSL No.:

4. DATE OF BIRTH:

5. PRESENT MINISTRY/DEPARTMENT:

6. POST FOR WHICH APPLIED:

7. PERSONAL CONTACT NUMBER:

8. EDUCATIONAL QUALIFICATIONS:

9. 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>

10. MEDIUM:

11. Reasons for seeking outstation post:

DATE:

(Signature of the applicant)