OFFICE MEMORANDUM

Subject: Filling up of 2 vacant posts of Sr. Secretariat Assistant of CSCS Cadre in regional office of Staff Selection Commission(ER), Kolkata-reg.

The undersigned is directed to say that the following posts belonging to CSCS Cadre are lying vacant in regional office of SSC(ER), Kolkata:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Office</th>
<th>Cadre Unit</th>
<th>Post</th>
<th>No. of vacancies</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>SSC-Kolkata</td>
<td>DoP&amp;T</td>
<td>Sr. Secretariat Assistant (SSA)</td>
<td>2</td>
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</tbody>
</table>

2. All the Cadre Units of CSCS are requested that the application of willing officers for filling up the outstation posts of Sr. Secretariat Assistants in regional office of SSC, Kolkata be forwarded along with their personal particular in the enclosed proforma not later than 25th May, 2016 for being considered to the aforesaid post.

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

Encl: As above

(Rajesh Sarswat)
Under Secretary to the Govt. of India
Telefax: 24654020

To
Under Secretary (Admn.)
Participating cadre units of CSCS
(As per Annexure)
ALL CADRE UNITS OF CSCS

1. US (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. US (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
5. US (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
15. US (Admn.), M/o Home Affairs, North Block, New Delhi.
22. US(Admn.) M/o Minority Affairs, CGO Complex, Lodhi Road, New Delhi
23. US (Admn.), D/o Personnel & Training, North Block, New Delhi
34. US (Admn.), M/o Steel, Udyog Bhavan, New Delhi.
35. US (Admn.), Supply Division, Nirman Bhavan, New Delhi.
37. US (Admn.), UPSC, Dholpur House, Shahjahan Road, New Delhi
40. US (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
41. US (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
**BIO-DATA**

1. **NAME:**
2. **DESIGNATION:**
3. **DATE OF BIRTH:**
4. **PRESENT MINISTRY/DEPARTMENT:**
5. **PERSONAL CONTACT NUMBER:**
6. **EDUCATIONAL QUALIFICATION:**
7. **EXPERIENCE (INCLUDING DEPUTATION DETAILS):**

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<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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8. **MEDIUM:**

9. **REASONS FOR SEEKING OUTSTATION POST:**

Date________________________

(Signature of the applicant)