F.No.7/10/2015-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated the 18th January, 2016

OFFICE MEMORANDUM

Subject: Posting of Direct Recruit Assistant Section Officials of 2013-2014.

At present 370 direct recruit Assistant Section Officials are undergoing Foundational Training organized by ISTM. On successful completion of training, these DR Assistant Section Officials will be posted to participating Ministries/Departments of CSS from 07.03.2016.

2. All the Ministries/Departments concerned are, therefore, requested to furnish the vacancy position in the grades of Section Officer and Assistant Section Officials as on 01.03.2016 in the format given below only by e-mail at kumar.m13@nic.in by 31.01.2016 positively.

| 1 | Name of the Cadre Unit |
| 2 | Vacancies as on 01.03.2016 |
| (i) | Section Officer’s Grade |
| (ii) | Assistant Section Officers Grade |
| 3 | Total Assistant Section Officers required keeping in view promotion, retirement, deputation, long leave etc. in the grade |

3. In case of no response by stipulated date is received it will be presumed that Ministry/Department does not require more Assistant Section Officials at present.

(Parminder Singh)  
Under Secretary to the Government of India  
Tel: 24642705

To,

All Ministries/Departments participating in CSS (through website of this Department)