No.25/11/2015-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  

3rd Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated 30th March, 2016  

OFFICE MEMORANDUM  
Subject: Filling up of unfilled vacancies in various grades of CSSS in regional offices of Staff Selection Commission - reg.

The undersigned is directed to say that at present the following vacant posts of PAs & Stenos Grade ‘D’ of CSSS in various regional offices of SSC are proposed to be filled upon transfer basis:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Offices</th>
<th>Cadre Unit</th>
<th>Post</th>
<th>No. of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC-Mumbai</td>
<td>DoP&amp;T</td>
<td>Personal Assistant</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>SSC-Guwahati</td>
<td>DoP&amp;T</td>
<td>Personal Assistant</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>SSC-Mumbai</td>
<td>DoP&amp;T</td>
<td>Steno Grade ‘D’</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>SSC-Kolkata</td>
<td>DoP&amp;T</td>
<td>Steno Grade ‘D’</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>SSC-Guwahati</td>
<td>DoP&amp;T</td>
<td>Steno Grade ‘D’</td>
<td>1</td>
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</tbody>
</table>

2. All the Cadre Units are requested to give wide publicity to this OM and forward the applications of willing officers for the above mentioned posts of Personal Assistant and Stenographers Grade ‘D’ in various regional offices of SSC along with their Personal particulars in the enclosed proforma, not later than 22.04.2016, for being considered for the aforesaid posts.

3. Officials transferred to the offices mentioned above will have a tenure of 8/10 years for PA and Steno Grade ‘D’ from the date of joining the post. Before sending the particulars, it may be ensured that the web based data in respect of the official(s) are updated.

Encl: As above

(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax: 24623157

To  
The Under Secretary (Admn.) of  
All Cadre Units of CSSS
BIO-DATA

1. NAME
2. DESIGNAION
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)