No. 21/3/2015-CS-I(S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  

..................  

2nd Floor, Lok Nayak Bhavan, Khan Market,  
New Delhi-110003, the 30th November, 2015  

OFFICE MEMORANDUM  

Subject : Vacancies of Assistant Director(Section Officer) and Assistant of CSS to the posts located at various offices of Staff Selection Commission – reg.  

The posts of Section Officer and Assistant are lying vacant in the various regional offices of Staff Selection Commission (attached office of DOP&T) as under :  

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of post</th>
<th>Regional office</th>
<th>No. of vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Director (SO)</td>
<td>Mumbai</td>
<td>01</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Director (SO)</td>
<td>Guwahati</td>
<td>01</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant Director (SO)</td>
<td>Raipur</td>
<td>01</td>
</tr>
<tr>
<td>4.</td>
<td>Assistant</td>
<td>Mumbai</td>
<td>04</td>
</tr>
<tr>
<td>5.</td>
<td>Assistant</td>
<td>Raipur</td>
<td>01</td>
</tr>
<tr>
<td>6.</td>
<td>Assistant</td>
<td>Chandigarh</td>
<td>01</td>
</tr>
</tbody>
</table>

2. The posts could not be filled up for want of willing CSS officers borne on the cadre strength of DOP&T. In view of this, the posts are to be filled up in terms of Para 15 of RTP. Ministries/Departments are requested to circulate vacancies among CSS officers and forward applications of willing officers to CS-I Division, DOP&T by 20th December, 2015. The applications should be submitted in the format enclosed. Substitutes in places of selected officers will be posted in due course.  

(V. Srinivasaragavan)  
Under Secretary to the Government of India  
Tele: 2462 9412  

To,  
All the Ministries/Departments of Government of India,  
[Under Secretary (Adm./Estt.)]
# ANNEXURE

Request for Posting to the post of ____________________________

At ____________________________

## 1. PERSONAL INFORMATION

1. Name ____________________________
2. Designation ____________________________
3. Date of Birth ____________________________
4. Present Ministry/Department ____________________________
5. Contact Number ____________________________
6. Education Qualification ____________________________

## 2. EXPERIENCE

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Grade</th>
<th>Ministry/Department</th>
<th>Period (Give Dates)</th>
<th>Subject Dealt (in brief)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>From</td>
<td>to</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Regional office for which applied:

4. Reasons for posting in SSC:

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and upto date.

Date: ________________

(signature of the applicant)

Name: ____________________________

(For Adm. Division of Ministry/Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and upto date.

The officer is clear from vigilance angle.

Signature: ____________________________

Name: ____________________________

Date: ________________