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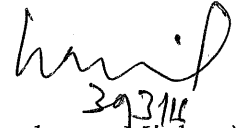
The undersigned is directed to say that at present the following vacant posts of PAs & Stenos Grade 'D' of CSSS in various regional offices of SSC are proposed to be filled upon transfer basis:-

S.No.	Offices	Cadre Unit	Post	No. of Vacancies
1	SSC-Mumbai	DoP&T	Personal Assistant	01
2	SSC-Guwahati	DoP&T	Personal Assistant	01
2	SSC-Mumbai	DoP&T	Steno Grade 'D'	01
3	SSC-Kolkata	DoP&T	Steno Grade 'D'	01
4	SSC-Guwahati	DoP&T	Steno Grade 'D'	01

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 (INDLUDING DEPUTATION DETAILS):

S.NO	GRADE	MINISTRY/ DEPARTMENT	FROM	TO	ATTACHED WITH

9. Medium   :

10. Reasons for seeking outstation post : _____

Date_____

(Signature of the applicant)