

**MOST URGENT**

F.No.7/15/2016-CS I(A)

Government of India

Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,

Dated the 16<sup>th</sup> September, 2016

**OFFICE MEMORANDUM**

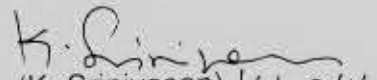
**Subject: Posting of Direct Recruit Assistant Section Officers in CSS.**

At present 294 direct recruit Assistant Section Officers are undergoing Foundational Training organized by ISTM commencing from 19.09.2016. These DR Assistant Section Officers will be posted to participating Ministries/Departments of CSS.

2. All the Ministries/Departments concerned are, therefore, requested to furnish the vacancy position in the grades of Section Officer and Assistant Section Officers **as on 01.10.2016** in the format given below only by e-mail at [kumar.m13@nic.in](mailto:kumar.m13@nic.in) by **21.09.2016** positively.

|       |                                                                                                                     |  |
|-------|---------------------------------------------------------------------------------------------------------------------|--|
| 1     | Name of the Cadre Unit                                                                                              |  |
| 2     | Vacancies as on 01.10.2016                                                                                          |  |
| (i)   | Section Officer's Grade                                                                                             |  |
| (ii)  | Assistant Section Officers Grade                                                                                    |  |
| (iii) | Assistant Section Officers required keeping in view promotion, retirement, deputation, long leave etc. in the grade |  |
| (iv)  | Total Assistant Section Officers required in view of 2(i) and 2(ii) above.                                          |  |

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

  
(K. Srinivasan) 16/09/16

Under Secretary to the Government of India

Tel: 24642705

(K. Srinivasan)

अवर सचिव Under Secretary  
व्यक्तिगत एवं प्रशिक्षण विभाग  
Dept. of Personnel & Training  
संयुक्त सचिव Govt. of India  
नया दिल्ली New Delhi

To,

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