

Khan Market, Lok Nayak Bhavan.  
New Delhi, dated 30 January, 2018.

**OFFICE MEMORANDUM**

Subject: Filling up of a post of Under Secretary of CSS in SSC (WR), Mumbai under RTP  
-reg.

The undersigned is directed to say that a post of Under Secretary (CSS) at SSC (WR), Mumbai is going to fall vacant shortly. It is therefore, requested that Under Secretaries of CSS who are willing to be considered for posting in the said outstation office may submit their application to the undersigned in the attached format latest **by 29<sup>th</sup> January, 2018** through proper channel.

2. While forwarding the application, the vigilance status of the officer concerned may also be intimated. It should also be ensured that the data in respect of officer applying for the post is complete in all respects in the web based cadre management system at cscms.nic.in.

3. The officer selected will be posted in place of Under Secretary presently posted at SSC(WR), Mumbai and vice-versa.



(Anil Tripathi)

Under Secretary to the Government of India

Tele: 24629412

To

All Ministries/Departments of Govt. of India  
(through website of DoPT)

**Copy to:**

1. Regional Director, SSC (WR), Old CGO Building, 1<sup>st</sup> Floor, 101, M.K.Road, Mumbai-400020.
2. Chairman, SSC (Hqrs.), Block-12, C.G.O. Complex, Lodhi Road, New Delhi-110003.

**PROFORMA**

1.	Name CSL No.	
2.	Designation	
3.	Date of Birth	
4.	Present Ministry/Department	
5.	Personal Contact Number	

6. Experience (including deputation details) :

S. No.	Grade	Ministry/Department	Period	Subject dealt (in brief)
(a)	Assistant/ PA			
(b)	Section Officer			
(c)	Under Secretary			

7. Reasons for seeking posting in SSC (WR), Mumbai:

8. Certified that I have verified my data in the web based cadre management system and the data available therein is complete, correct and up to date.

Date: \_\_\_\_\_

(Signature of the applicant)

(For Admn. Division of Ministry/Department)

Forwarded.

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

Date: \_\_\_\_\_

Signature:

Name: