

F.No.6/1/2017-CS.I (S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi – 110 003  
Dated the 08<sup>th</sup> October, 2018

Office Memorandum

09/10

Subject:- Filling up vacant post of Section Officer of CSS in the Department of Legal Affairs, Ministry of Law & Justice located outside the NCR – regarding.

One vacancy in the grade of Section Officer of CSS for Branch Secretariat, Mumbai, Ministry of Law & Justice was circulated vide this Departments' OM No. 6/1/2017-CS.I(S) dated 20.03.2018 subject to condition that no substitute will be provided in the event of selection of the candidate.

2. However, regular promotion in SO grade have since been taking place, it is proposed to re-circulate the above vacancy without attaching any condition.

3. Ministries/Departments are requested to circulate the vacancy among CSS Officers and forward applications of willing officers to CS.I Division, DoP&T by **31/10/2018**. The applications should be submitted in the format enclosed. While forwarding applications, vigilance status of the officer should also be indicated.

  
(Chandra Shekhar)

Under Secretary to the Government of India  
Tel No. 011-2462 4046

To,

All the Ministries /Departments of Government of India  
Under Secretary (Admn/Estt.)

Copy for information to:

1. Ministry of Law & Justice, Department of Legal Affairs [Shri K. Ginkhanthang, Deputy Secretary (Admn.IV)], Shastri Bhawan, New Delhi, w.r.t. OM No. A-32000/01/2018-Admn.IV (LA) dated 28<sup>th</sup> August, 2018.
2. Cabinet Secretariat [Shri Meera Mohanty, Deputy Secretary], Rashtrapati Bhawan, New Delhi w.r.t I.D No. 501/1/8/2016-CA.V dated 28.9.2016 & 10.8.2018.

## Request for posting to the post of \_\_\_\_\_

## 1. PERSONAL INFORMATION

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

## 2. Experience

3.

Sl No.	Grade	Ministry/Department	Period (Give Dates)	Subject Dealt (in brief)
1.				
2.				
3.				
4.				

4. Regional office for which applied :

5. Reason for posting:

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.

(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 \_\_\_\_\_