

No. 4/01/2019-CS-I(D)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
New Delhi - 110003  
Dated the 22<sup>nd</sup> June, 2020


OFFICE MEMORANDUM

**Subject:** Filling up the post of Deputy Secretary in SSC (MPR-Raipur) and SSC (NWR-Chandigarh) - regarding

The undersigned is directed to say that two posts of Deputy Secretary (Cadre post) is required to be filled up, one post in SSC (MPR-Raipur) and one post in SSC (NWR-Chandigarh).

2. It is requested that DS/Directors of CSS who are willing to be considered for posting in the above Regional Offices of SSC may submit their applications to this Department in the attached format latest by 15<sup>th</sup> July, 2020 through proper channel.

3. While forwarding the application, the vigilance status of the officer concerned may also be intimated. It should 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.

  
(K. Srinivasan) 22/6/20

Under Secretary to the Government of India  
Telefax: 24629413

To,

All Ministries/Departments of Govt. of India

Copy to:

1. Deputy Secretary (Estt.), Staff Selection Commission, Block-12, C.G.O Complex, Lodhi Road, New Delhi - 110 003.

## PROFORMA

Application for the post of.....

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			
(d)	Deputy Secretary			
(e)	Director			

7. Reasons for seeking posting in.....

8. Certified that I have verified my data in 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: