

No.6/2/2011-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003.  
Date: 14<sup>th</sup> June, 2012.

OFFICE MEMORANDUM

Subject: Recruitment of Stenographers Grade 'D' in CSSS through Stenographers Grade 'C' & 'D' Examination, 2011 conducted by Staff Selection Commission (SSC) - nomination of qualified candidates reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 15<sup>th</sup> May, 2012 on the subject noted above vide which the nomination of 353 candidates of Stenographers Grade 'D' of CSSS for the Select List Year 2011 was issued by this Department. The examination of dossiers in respect of 19 more candidates for appointment as Stenographer Grade 'D' in CSSS have been received from SSC. Accordingly, they are nominated to the different Cadre Units of CSSS as listed in the Annexure to this Department's O.M. in the order of their merit for appointment as Stenographer Grade 'D' of CSSS.

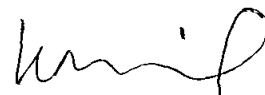
2. Since these candidates have neither been medically examined nor have their character and antecedents been verified, the Cadre Units are requested to complete their pre-appointment formalities before they are actually appointed as Steno Grade 'D' **latest by 5<sup>th</sup> July, 2012.**

3. In accordance with 'Instructions for the candidates' relating to this Examination, qualified candidates are required to submit their original certificates for verification to the authority who will give them the Offer of appointment. The appointing authorities may, therefore, call for the original certificates and check the relevant particulars from them regarding date of birth, educational qualifications, and claims for OBC/SC/ST/Ex servicemen/PH and claim in respect of age relaxation. If any discrepancy is found in any particular case, the SSC may also be informed about it with a copy to this Department.

4. In pursuance of the instructions contained in para 2.5 of the brochure regarding reservation in service for Scheduled Castes and Scheduled Tribes circulated with the Ministry of Home Affairs O.M.No.1/2/61-SCT (I) dated 27<sup>th</sup> April, 1962, the responsibility for verification of the claims of the SC/ST/OBC candidates is that of the appointing authority. The candidates may, accordingly, be offered appointments provisionally subject to their furnishing the prescribed caste certificate in the prescribed form within a reasonable time, which should be verified by the appointing authority.

5. In cases where the candidates are already employed in the Government offices, the Offer of appointment may be sent to them through their respective offices. Copies of Offer of appointment issued to them may kindly be forwarded to this Department and the Staff Selection Commission. The date of their joining the duty may also be intimated along with their roll number and rank number to this Department and Staff Selection Commission as soon as possible.

6. The Offers of appointment should be sent only by **Registered Post**. If the postal authorities return the letters undelivered, the letters along with the envelopes containing remarks by the postal authorities should be retained for record. In such cases a copy of the offer of appointment should be sent to the permanent address of the candidates, if it is different from that of the initial mailing



address. The dossiers of such candidates should be returned to the SSC only if the second letter is also returned undelivered under intimation to this Department.


7. At least five weeks time from the date of issue of the Offer of appointment should be given to a candidate to respond to the Offer of appointment. A registered reminder may be sent immediately after the expiry of five weeks time, if necessary. If the candidate does not join duty within 3 months from the date of first letter, his candidature may be cancelled. However, if the candidate further makes a request for extension of joining time and on consideration by the Cadre Unit it is decided to grant him/her extension beyond 3 months, he may be asked to join within stipulated time and he may also be informed that on joining the post his seniority would be depressed as per provision made in DP&T O.M. No. 9/23/71-Estt.(D) dated 6.6.78 as amended vide O.M. No.35015/2/93-Estt(B) dated 9.8.1995.

8. The dossiers of candidates are forwarded herewith and these should be retained, on their appointment in the Ministry/Department /Office, as part of their Service Book. It may specially be noted that the dossier shall be deemed to be authentic only if the photograph of the candidate in the dossier is EMBOSSED with the special stamp of the SSC. Before taking any further action, it may please be ensured that the photograph of the candidate in the dossier is duly embossed and in case any discrepancy is noticed, the matter may be referred to the SSC without any delay.

9. If any candidate fails to report for duty or there is no response or the offer is declined, after a registered reminder, the Offer of appointment should formally be cancelled and the candidate be informed accordingly. **The dossiers of such candidates should be returned thereafter to the Staff Selection Commission directly under intimation to this Department** after placing a copy each of the Offer of appointment, reminder thereof and the cancellation memo, in the respective dossier. The dossier(s) should be returned under the signature of the officer to whom the same were sent in your office. He/She should also sign the list of dossier(s) which is/are returned with the letter.

10. These Steno Grade 'D' would be nominated for induction training in the ISTM shortly. The dates of the induction training programme would be intimated to all the Cadre Units in due course. All the Cadre Units shall relieve these Stenographers Grade 'D' for the induction training programme in the ISTM as and when they are nominated.

11. All Cadre Units of CSSS are requested to ensure that in case some staff have been outsourced for stenographic assistance by showing the vacancies of Steno Grade 'D', the same may be reduced proportionately keeping in view the number of Steno Grade 'D' nominated to the respective Cadre Units. **The Financial Advisers of all the Cadre Units are also requested to ensure that outsourced stenographic assistance is proportionately reduced as the nominated Steno Grade 'D' join in the Cadre Unit.**

  
(Kameshwar Mishra) 17/6/11  
Under Secretary to the Govt. of India  
Telefax : 24623157

Encl: \_\_\_\_\_ Dossier

To

The Under Secretary (Admn.) of the concerned Cadre Units of CSSS **with the request to endorse only the copy of the office order of the candidates taken on the strength of their Ministry.**

Copy to:

Internal Finance Division of all Cadre Units of CSSS – w.r.t. para 11 of this O.M.

**ANNEXURE TO O.M. No.6/2/2011-CS-II(C) DATED 14.6.2012**

S.No.	Roll No.	Name of Candidate	Gender	Category	Rank No.	Date of Birth	Cadre where nominated	Medium: English/Hindi
1	4410502546	SANTANU RANJAN DATTA	M	General	9	3/12/1972	Personnel & Training	English
2	2201501376	B S R KRISHNA	M	General	52	29/10/1988	Planning Commission	English
3	3005001610	JITENDRA	M	General	55	8/16/1988	Home Affairs	English
4	7204700236	SUBHASH CHANDRA	M	General	78	12/10/1989	Defence	Hindi
5	3205004232	KIRAN KUMARI	F	General	120	2/14/1992	Home Affairs	Hindi
6	4410500361	MD ASIF ANSARI	M	OBC	139	15/06/1986	Home Affairs	English
7	2003000328	ASHOK KUMAR	M	OBC*	187	25/06/1988	Supply	Hindi
8	2201505492	PRIYA GORAIT	F	ST*	213	25/04/1989	Expenditure	English
9	7205700539	SUSHEEL KUMAR	M	OBC	257	16/06/1990	Planning Commission	Hindi
10	2201500288	MANOJ VALECHA	M	OBC	260	7/11/1977	Expenditure	English
11	2003002205	SRINIVAS BALMIKI	M	SC	344	25/04/1985	Expenditure	Hindi
12	2003000557	PUSHPENDRA KUMAR	M	SC*	454	1/10/1985	Micro Small and Medium Enterprises	Hindi
13	7204500006	GAJAKOSH ROSHANI MALHARI	F	SC*	490	19/11/1989	Food & Public Distribution	English
14	2201510291	KAVITA	F	General	505	21/04/1987	Personnel & Training	English
15	3007500695	ANIL KUMAR	M	SC	527	6/1/1986	Defence	English
16	3205000006	INDRAJEET KUMAR	M	General	551	2/1/1986	Home Affairs	Hindi
17	2003000897	SATENDRA SINGH	M	OBC	633	1/8/1988	Urban Development	Hindi
18	4604000099	BHABANI PRADHAN	F	ST	1013	7/6/1988	Urban Development	English
19	3003009572	ASHISH SINGH BOUNAL	M	ST	RL-22	1/31/1988	Rural Development	Hindi

\* These candidates have qualified the examination on their own merit. Hence they would be adjusted against unreserved vacancies

*Anil*  
14/6/12