

No.25/18/2016 -CS.II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS-II Division)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110 003
Dated: 04th Sep., 2018

OFFICE MEMORANDUM

Subject: Filling up of unfilled vacancies in various grades of CSSS at various Branch Secretariats, Department of Legal Affairs-reg.

The undersigned is directed to say that the following posts of PPS, PS and PA of CSSS are lying vacant in various Branch Secretariats of Department of Legal Affairs.

S.No.	Branch Secretariat	Cadre unit	Post	No. of vacancies
1	Branch Secretariat, Mumbai	Legal Affairs	Principal Private Secretary	01
			Private Secretary	03
2.	Branch Secretariat, Kolkata	Legal Affairs	Private Secretary	02
			Personal Assistant	01

2. All the Cadre Units are requested that the applications of willing officers for filling up the above-mentioned outstation posts of PPS, PS and PA in various Branch Secretariats of Department of Legal Affairs be forwarded along with their personal particulars in the enclosed proforma, not later than 28.09.2018 for consideration. Applications of the willing officers will be accepted through 'proper channel' only.

3. Before sending the particular, it may be assured that the web based data in respect of the official(s) are updated.

Encls: As above

[Handwritten Signature]
4/9/2018

(Chirabrata Sarkar)
Under Secretary to the Govt. of India
Tel. No. 24623157

[Handwritten]
25/9/18
Shri Sumit
To

The Under Secretary(Admn)
All Cadre Units of CSSS

BIO-DATA

1. NAME :
2. DESIGNATION:
3. CSL NO.:
4. DATE OF BIRTH:
5. PRESENT MINISTRY/DEPARTMENT:
6. PERSONAL CONTACT NUMBER:
7. EDUCATIONAL QUALIFICATIONS:
8. EXPERIENCE (INCLUDING DEPUTATION DETAILS):

S.No.	GRADE	MINISTRY/DEPARTMENT	FROM	TO	ATTACHED WITH

9. MEDIUM:
10. Reasons for seeking outstation post:

Date:

Signature of the applicant