

No.6/1/2017-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi
Dated 3rd February, 2017

To,

The successful candidates of
Stenographers Grade 'C' & 'D' Examination, 2015
recommended to the grade of Stenographers Grade 'D' of CSSS
(As per list annexed)

Subject: Appointment to the grade of Stenographer Grade 'D' of Central Secretariat Stenographers' Service (CSSS) on the basis of Stenographers Grade 'C' & 'D' Examination, 2015 conducted by Staff Selection Commission (SSC) - Completion of pre-appointment formalities thereof.

Sir /Madam,

I am directed to say that Staff Selection Commission has recommended candidates for appointment to the grade of Stenographer Grade 'D', CSSS on the basis of Stenographers Grade 'C' & 'D' Examination, 2015 conducted by SSC. 127 dossiers of the recommended candidates have since been received in this Department, as per the annexure to this letter. Candidates are, however, advised to cross check their particulars with the result declared by SSC.

2. All the successful candidates recommended to the grade of Stenographer Grade 'D' of CSSS are required to submit the following documents immediately:

- (i) Willingness to join the post
- (ii) Four sets of Attestation Form, all sets duly filled in ink.

[The candidates may take print out (back to back) of the Attestation Form attached and should carefully fill in the forms. No point in the form shall be left blank. The photograph pasted on all four sets should be signed by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out 'yes' or 'No' as the case may be and not by tick mark (√). The Candidates should fill in the point 10 also even of it is same as in the points 2 or 3 of the form]

3. The candidate who in the point number 10 of the attestation form indicates his having resided in Delhi should additionally send the self-attested copies of the following documents and the soft copies of the same by email at k.salilkumar@gov.in / sumit.k13@nic.in

- (a) One passport Size photograph in JPEG format (less than 20 kb)
(b) One copy of photo identity proof in JPEG format (less than 200 kb)
(any one of the following)

(i)	PAN card	(ii)	Driving License
(iii)	Election ID	(iv)	Aadhar Card

- (C) One copy of residential proof in JPEG format (less than 200 kb)
(any one of the following)

(i)	Passport	(ii)	Electricity Bill
(iii)	Telephone Bill (landline)	(iv)	Ration Card
(v)	Passbook	(vi)	Utility Bill
(Vii)	Rent Agreement	(viii)	Others

4. Candidates should ensure that the requisite documents reach the undersigned at the address mentioned hereunder, latest by **13th February, 2017**.

Department of Personnel & Training, CS-II Division
(Shri Pradeep A, Under Secretary)
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003.

5. **All the candidates residing in Delhi** are advised to appear before the Civil Surgeon/ Chief Medical Officer, Dr. RML Hospital for the medical examination to determine their fitness for the Government service. The candidates should report at 8.00 AM in Room No. 235, OPD Block, Dr. Ram Manohar Lohia Hospital, New Delhi on any working day before 13.02.2017 for the appointment date and time of medical examination. **All the candidates residing outside Delhi** are advised to appear before the Civil Surgeon/ Principal Medical Officer / Chief Medical Officer of the District where the candidates are presently residing, for the medical examination to determine their fitness for the Government service.

6. All the candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical examination report and declaration in original shall be furnished to this Ministry as soon as possible. The medical certificate of fitness

should be in the prescribed format, a specimen of which is attached. In case any other letter is required by the Office of CMO concerned, the undersigned may be contacted. However, if the candidate is already in government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their character and antecedents report, vigilance clearance and medical examination report obtained at the time of appointment in the present service, to the undersigned.

7. The candidates who submit the requisite documents (willingness, attestation form, medical fitness report etc) shall be considered for nomination **to the mandatory SDR Foundational Training Programme** organized by Institute of Secretariat Training and Management (ISTM), Delhi. The training of the candidates would start tentatively from **6th March, 2017**. It may please be noted that the candidates have to report to ISTM for completion of joining formalities on **2nd and 3rd March, 2017** positively.

8. Mere submission of willingness and forms will not entitle any claim to appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

Yours faithfully,



(Pradeep A.)

Under Secretary to the Government of India

Tele: 011-24623157

e-mail: pradeep.anirudhan@gov.in

Annexure			
S.No.	Name (Shri/Smt./Ms.)	Roll No.	Rank
1	Bhawna Dhingra	2201006312	8
2	Aditya Kumar	2201050277	15
3	Shivangi Sharma	2201004188	17
4	Keesara Shiva Teja Reddy	8002001760	18
5	Yash Kumar	2002006230	20
6	Garima Tripathi	2201028964	24
7	Sheetal Kumari	2201002871	33
8	Grish Chandra	2201000627	34
9	Tanu Sharma	2201033896	39
10	Niraj Kumar	2201009285	41
11	Varun Rathor	2201027553	59
12	Neeru Panchal	2201043769	60
13	Zeetendar Kumar	2201022692	67
14	Shivraj Singh	2201009913	68
15	Sahil Arora	2201031215	81
16	Shubham Kumar Mishra	2201031541	85
17	Anil Kumar Sharma	2405004353	90
18	Atul Singh	2201002467	93
19	Pallavi	2201041549	97
20	Pooja Rawat	2201019960	98
21	Kavita Rawat	2201501272	102
22	Jeshu Kumar Dinkar	4410007592	105
23	Aakash Singh	2201001369	106
24	Anu Vats	2201003119	107
25	Priyanka	2201010915	122
26	Mohit Panwar	2201016540	126
27	Sandeep Singh	2201037727	129
28	Neha Kukreti	2201010789	147
29	Vipra Yadav	2003006073	148
30	Manohar Jha	2201016988	150
31	Lalita Tamang	2201039181	151
32	Jayant Kumar Tiwari	2405021329	157
33	Neeraj	2201014900	161
34	Rahul Kumar	2003012099	169
35	Nadeem Ahamad	2003007561	171
36	Rani Kumari	2201041280	177
37	Vikas Kumar	2003000414	179
38	Amit Kumar	2201005355	181
39	Sunil Dutt	2201500928	183
40	Robin Gahlot	2201058536	187
41	Raj Kumar Singh	2201009563	188
42	Ashish Rawat	2201000550	190
43	Vivek Yadav	2003000760	193
44	Priyanka Verma	2201025375	199
45	Pawan Kumar	2201017487	201

[Handwritten Signature]

S.No.	Name (Shri/Smt./Ms.)	Roll No.	Rank
46	Anuj Kumar	2002000201	206
47	Vaishali Rajput	2201023820	207
48	Ruchi Kumari Mishra	4410003841	211
49	Ruchi Sharma	2201005253	214
50	Kanika Negi	2201030794	225
51	Atul Bhatt	2201030913	229
52	Divash Mahori	2201034573	237
53	Mohsin Ali	2003006823	244
54	Deepak Verma	2201023212	255
55	Mukesh Pandey	2201033872	259
56	Gulfam	2002005255	261
57	Shakti Seth	2201016602	265
58	Sunil Kumar	2201017163	269
59	Ajay Joshi	2003000629	271
60	Yogesh Sharma	2201009163	272
61	Shweta Sindhu	2201001223	275
62	Jansher Ali Aman	2201000012	278
63	Ankit	2201000350	280
64	Komal Tanwar	2201001385	283
65	Mukesh Chander Joshi	2201028140	286
66	Prachi Patwal	2201003004	288
67	Bajrang Singh	2201023853	290
68	Rakesh Nautiyal	2201006489	295
69	Mayank	2201501123	301
70	Gagan Kumar	2003002728	311
71	Deepak Kumar	2201500752	316
72	Abhishek Kumar jha	2201011588	319
73	Shilpee Singh	2201010954	320
74	Swati Rajpoot	2003004456	325
75	Richa Sharma	2201012028	328
76	KM Swati	1601008559	330
77	Mohammad Saved	2003006724	336
78	Pratibha Singh	2003000569	341
79	Harshit Arora	2201015263	343
80	Ramesh Kumar	2201006388	344
81	Rajkumar Singh	2002006007	345
82	Priyanka Rohilla	2201027398	358
83	Deepak Kumar Morodia	2201049018	363
84	Sonu Kumar Jha	2201039368	364
85	Sunita	2201041498	366
86	Kalki Kiran yadav	2201019412	373
87	Amrita Bhar	4410003007	378
88	Yogesh Kumar	2201000738	384
89	Afraj Khan	2201000671	392
90	Akshay	2201001197	415
91	Niraj	2002006553	416

Pradeep

S.No.	Name (Shri/Smt./Ms.)	Roll No.	Rank
92	Vinay Kumar	2201027413	426
93	Kiran Kumar	2201008962	448
94	Preeti Verma	2201020945	459
95	Devender Singh	2003005772	480
96	Raj Kishor Singh	2201025830	485
97	Ravindra	2201014199	528
98	Ishan Yadav	2405001863	530
99	Vikas Kumar	2003006644	532
100	Paritosh Kumar	1601003381	537
101	Hemant Singh	2002009061	556
102	Ravi Yadav	2201016328	560
103	Ashwani Kumar	2201038402	566
104	Akeel Ahmad	2002000889	568
105	Himanshu Bagga	2201012217	765
106	Manoj Kumar	2201039073	777
107	Neeraj Kumar	2201000123	801
108	Anuj Kumar	2201001202	1813
109	Dorjee Tshering Bhutia	4001000098	1985
110	Sandhya Meena	2405012872	2005
111	Rakesh Meena	2405001384	2012
112	Bhagwan Sahay Meena	2405003115	2013
113	Manmohan Meena	2405002976	2014
114	Anil Kumar meena	2405001049	2018
115	Laxmi Kumar Meena	2405008199	2019
116	Vipin Kumar	2003008071	2024
117	Monu Kumar Tejyan	2201028909	2026
118	Kamal Ram Meena	2405010856	2027
119	Dinesh kumar	2201018539	2175
120	Sunil Kumar	2003008926	2181
121	Manish Kumar Meena	2405020226	2182
122	Vinod Singh	2003008373	2185
123	Pradeep Singh	2201039700	2187
124	Sanaulla	2002008093	2188
125	Shilki Gulati	2201043993	2189
126	Ajit Kumar	2201054370	2190
127	Rupali Tiwari	2201018897	2191

M. Singh

To,
The Under Secretary (CS-II)
CS-II Division,
Department of personnel & Training,
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003

Subject: Appointment to the grade of Stenographer Grade 'D' of CSSS-
Submission of documents by candidates of Stenographers Grade 'C'
& 'D' Exam, 2015, conducted by SSC - reg.

Sir,

I am refer to letter No. 6/1/2017-CS-II(C) dated 3rd February, 2017 of
Department of Personnel & Training on the subject mentioned above and
hereby convey my willingness to join the grade of Stenographers Grade 'D' of
CSSS.

2. Four sets of Attestation Forms duly filled in my own handwriting, are
also attached.

Yours faithfully,

Dated

Signature:.....

Name:.....

Roll No.....

Date of Birth.....

e-mail:.....

Contact No.....

Rank (AIR).....

ATTESTATION FORM

<p align="center"><i>Affix signed Passport size (5 cms. X 7 cms. Approx). copy of recent photograph</i></p>	<p align="center">“WARNING</p> <p>1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>2. If detained, arrested prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information</p> <p>3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated”.</p>	
1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname).	
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town).	
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)	
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.	
4.	Aadhar Card No. (if available)	
5.	Permanent Account Number (PAN) (if available)	
6.	Nationality	

Signature

7.(a)	Date of Birth	
(b)	Present age	
(c)	Age at Matriculation	
8.(a)	Place of birth, district and state in which situated	
(b)	District and State to which you belong	
(c)	District and State to which your father originally belongs	
9.(a)	Your Religion	
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Class? Answer 'Yes'/'No'	

10. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.

Signature

11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12. Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:

Name	Nationality by birth and/ or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age:

Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

Signature

14. (a) Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to -date

Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14. (b) If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?

15. (i)			(Strike out 'Yes' or 'No' as the case may be)
			Yes / No
(a)	Have you ever been kept under detention?		Yes / No
(b)	Have you ever been arrested?		Yes / No
(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)		Yes / No
(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation form?		Yes / No
(e)	Have you ever been convicted by a court of Law for any Office?		Yes / No
(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?		Yes / No
(g)	Have you ever been rusticated by any University or any other educational authority/institution?		Yes / No

Signature

	(h) Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes / No
(ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:	

- Note: (i) Please also see the 'WARNING' at the top of this Attestation Form
(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be

16.	Names of two responsible person of your locality or two references to whom you are known:	1) 2)
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DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Date:

Place:

Signature of candidate

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the authority forwarding the form:

Under Secretary to the Government of India
CS-II Division
Department of Personnel & Training
3rd Floor, Lok Nayak Bhavan
New Delhi-110003

- ii) Post for which the candidate is being considered.

Stenographer Grade 'D' of
Central Secretariat Stenographers' Service (CSSS)

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined Sh/Smt/Ms. _____ a candidate for employment in the Central Secretariat Stenographer Service in the Government of India and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____.

I do not consider this a disqualification for employment in Central Secretariat Stenographer Service in the Government of India.

The age of Shri/Smt./Ms. _____ according to his/her own statement is _____ years, and by appearance is about _____ years.

(Signature/thumb impression
of the candidate)

Date _____

(To be signed in the presence of
the examining Medical Officer)

(Paste a photograph
of the candidate
examined)

Signature of Medical Officer

Name _____

Address _____

Official Seal

(Seal should be spread over
form and the photograph)

Note: The officer making this certificate should be a Civil Surgeon or a District Medical Officer of equivalent status of a Government Hospital

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the **WARNING** in the 'Note' at the bottom of page 2.)

1. Name in full
(in BLOCK letters) _____
2. Age and place of birth _____
3. Have you ever had
(a) small-pox, intermittent fever and other fever, enlargement suppuration of glands, spitting of blood, fainting attacks, rheumatism or appendicitis? _____
OR
(b) any other disease or accident requiring confinement to bed and medical or surgical treatment? _____
4. When were you last vaccinated? _____
5. Have you or any of your relatives been afflicted by consumption, scrofula, gout, asthma, fits, epilepsy or insanity? _____
6. Have you suffered from any form of nervousness due to overwork or any other cause? _____
7. Have you been examined and declared fit for Govt. Service by a medical officer/ Medical Board within the last three years? _____

8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Contd...../-

Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date: _____

Candidate's signature

Signed in my presence.

Signature of Medical Officer

Name: _____
& Designation: _____

Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

(Please take back to back print)