

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 21<sup>st</sup> January, 2020

**OFFICE MEMORANDUM**


Subject: Filling up the post of Deputy Secretary/Director, SSC (Southern Region), Chennai- regarding

The undersigned is directed to say that one post of Deputy Secretary/Director is required to be filled up in SSC (SR) which has been temporarily transferred from SSC (MPR), Raipur to SSC (SR) **up to 31.12.2020.**

2. It is therefore, requested that DS/Dir of CSS who are willing to be considered for posting in the said outstation office for the said post may submit their applications to this Department in the attached format latest by 31.01.2020 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.

4. After selection of the officer, no request for retention or cancellation of the transfer order will be entertained.

  
(K. Srinivasan) 21/01/2020

Under Secretary to the Government of India  
Telefax: 24629413

To,

All Ministries/Departments of Govt. of India

Copy to:

1. Secretary, SSC (Hqrs.) Block-12, C.G.O Complex, Lodhi Road
2. Copy to SSC, Chennai and Raipur

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 SSC (SR), Chennai:

8. Certified that I have verified my data in the 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: