

F.No.7/9/2013-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Dated: 18th May, 2015

Circular

Subject: Offer of appointment to the post of Assistant in CSS on the basis of Combined Graduate Level Examination, 2013

The candidates mentioned in Annexure-I to this circular have been issued offer of appointment to the post of Assistant in Central Secretariat Service on receipt of their medical examination report from their present office/Civil Surgeon. The detailed terms and conditions of appointment are given in letter of offer, a digitized version of which is attached at Annexure-II for processing the relieving of the candidates concerned from their present offices. The candidates should report to at **Haryana Institute of Public Administration, 76, Sector-18 (HIPA Complex) Gurgaon, Haryana**, on the 22nd May, 2015, for the foundational training. Failure to report may lead to cancellation of the candidature. This is for the information of the candidates. At the time of joining the post, the candidates are requested to furnish the following documents:-

- (a) Declaration regarding marital status;
- (b) Original Caste Certificate; PwD;
- (c) Original educational certificates;
- (d) Certificate relating to date of birth; age relaxation, if any;



(Parminder Singh)

Under Secretary to the Government of India

Annexure-I

S.No.	Name (S/Shri/Ms.)	Rank	Present Office
1.	Ashmit Chakrabarti	0020	
2.	Bhavya Gulati	0061	
3.	Priya Solanki	0143	
4.	Suman Saurabh	0361	
5.	Anurag Chauhan	0576	
6.	Vishal Kumar Singh	0631	
7.	Mohit Srivastava	0632	
8.	Rahul Yadav	0667	
9.	Sumit Pathak	0730	
10.	Chandan Kumar	0820	
11.	Rahul Kaila	0827	
12.	Parul	0843	O/o AG (Audit), General And Social Sector Audit, Jhansi Road, Gwalior, Madhya Pradesh – 474002 w.r.t. letter No. 140 dated 06.05.2015
13.	Mehar Singh	0996	O/o Accountant Genral (G&SSA), Indian Audit & Accounts Department, Madhya Pradesh Gwalior-474002 w.r.t. letter No. 178 dated 12.05.2015
14.	Varun Gupta	1041	
15.	Rahul Kesharwani	1057	
16.	Amit Rana	1060	Office of the Dy. Commissioner of Income Tax Officer (TDS), Room No. 17, Aayakar Bhawan, Paota C Road, Jodhpur, w.r.t. lette No. AAU/TDS/JO/2015 16/15 dated 08.05.2015
17.	Vinay Raheja	1061	O/o The Principal Director of Audit, Western Railway, Churchgate, Mumbai, Maharashtra – 400020 w.r.t. lette No.Au/Admn/IX/3/Pt.II SB/Vinay Raheja/ 2015/183
18.	Chandan Kumar	1120	
19.	Pradeep Kumar Maan	1172	O/o of the Dy. Commissioner of Police, North-East District, Seelampur, Delhi. w.r.t. lette No. 44/11/CR-IV/NED dated 05.05.2015

20.	Narender Kumar	1203	Delhi Police, Delhi
21.	Ravi Raj	1204	
22.	Vikrant Sevda	1258	
23.	Pradyumna Kumar Atri	1278	
24.	Sushant Manu Arya	1282	
25.	Pradeep Solanki	1303	
26.	Vinay	1358	
27.	Basant Kumar Sahrawat	1383	O/o Chief Postmaster General, (Haryana Circle), Department of Posts, Ambala, Haryana – 133001 w.r.t. lette No. STB/16-2170 dated 01.05.2015
28.	Gaurav Keshri	1418	
29.	Kumari Rajrani	1470	O/o Commissioner of Central Excise of Service Tax, Kakinada Commissionerate, Visakhapatnam, – 530035 w.r.t. letter No. II/16/1/2014-Estt.KKD dated 30.04.2015
30.	Deepak Sharma	1482	
31.	Prahlad Kumar Meena	1487	
32.	Aditya Raj	1488	
33.	Dinesh K Ruhil	1537	
34.	Pratyush Srivastava	1547	O/o Accountant General, (General & Social Sector Audit) Indian Audit & Account Department, Gwalior, Madhya Pradesh Pin- 474002 w.r.t. letter No. 153 dated 07.05.2015
35.	Kundan Kumar	1550	
36.	Naveen Khatri	1596	
37.	Sandeep Kumar	1624	
38.	Kanika Vohra	1633	Cabinet Secretariat, B1-B2 Wing, 10 th Floor, Paryavaran Bhawan, Lodhi Road, New Delhi - 110003
39.	Ravi Shankar	1649	
40.	Arun Aggarwal	1672	
41.	Pawan Kumar Gupta	1687	

42.	Virender Singh	1701	
43.	Pawan Sharma	1715	
44.	Sachin Pundir	1716	O/o The Accountant General, (Audit) – II, MAH, Civil Lines, Nagpur, Maharashtra – 440001 w.r.t letter No. 87 dated 05.05.2015
45.	Pawan Singh	1780	Delhi Police, Delhi
46.	Shambhu Kumar	1791	
47.	Himanshu Chowdhary	1836	
48.	Manish Sharma	1867	
49.	Paritosh Misra	1877	
50.	Vipin Khatri	1890	
51.	Sumit Kumar Agarwal	1903	Defence Accounts Department, Office of Controller of Defence Accounts, CDA (AF), West Block – V, R K Puram, Sector – I, New Delhi - 110066
52.	Harit Kumar	1953	
53.	Arvind Kumar	1976	
54.	Deepak Kumar Bhatt	1981	
55.	Vishal Sharma	1987	
56.	Pradeep Khatri	2002	Delhi Police, Unit – Traffic, Delhi.
57.	Achintya Chandra	2003	Office of the Principa Commissioner of Income Tax, AAykar Bhawan, Plot No. A-2D, Sector – 24, Noida w.r.t letter No. 604 dated 01.05.2015
58.	Vipin Kumar Gupta	2022	
59.	Yogesh Joshi	2025	
60.	Deepak Goel	2026	O/o the Accountant General (Economic & Revenue Sector Audit), Jaipur, Rajasthan – 302005 w.r.t. letter No. Admn.II/E7RSA/P.F./D- 81/2015-16/18 dated 5.5.2015

61.	Anshul Malik	2036	Additional Commissioner of Income –Tax, HQ Personnel, 3 rd Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai – 400020 w.r.t. lette No. Addl. CIT(HQ)Pers/Recrt./Medical/2015-16 dated 01.05.2015
62.	Ishwar Dutt	2056	Office of the Principal Accountant General (G&SSA); Audit Bhawan, C – Block, Bangalore, Karnataka – 560001 w.r.t. lette No. Pr.AG(G&SSA)/Admn.I/A1/2015-2016/93 dated 11.05.2015
63.	Kapendra Dubey	2073	
64.	Chandan Singh Gahlot	2103	Office of the Principal Controller of Defence Accounts(Border Roads), Seema Sadak Bhawan, Ring Road, Naraina, Delhi Cantt. – 110010 w.r.t. lette No. AN/I/573/NOC/OSE dated 11.05.2015
65.	Tarun Kumar Bhardwaj	2132	
66.	Nikhil Kothari	2193	
67.	Sapna Pannu	2253	O/o Principal Accountant General (G & SSA), Audit Bhawan, Bangalore, Karnataka - 560001
68.	Hare Krishna Singh	2272	
69.	Virendra Singh Naruka	2281	O/o the Principal Accountant General (G& SSA), 361, Anna Salai, Teynampet, Chennai, Tamilnadu - 600018
70.	Kunal Chaudhary	2302	O/o DDG (PAF), PA-Wing Dak Bhawan, New Delhi - 110001

BY REGISTERED POST AD/SPEED POST

No. 7/9/2013-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 18th May, 2015.

To

Name of Candidate as in Column 2 of the table in Annexure - I

Subject: Offer of appointment to the post of Assistant in the Central Secretariat Service (CSS) on the basis of Combined Graduate Level Examination, 2013.

Sir/Madam,

I am directed to say that on the basis of the result of Combined Graduate Level Examination (CGLE), 2013 conducted by the Staff Selection Commission, you have been selected for the post of Assistant in the Central Secretariat Service (CSS) and are hereby offered an appointment to the aforesaid post on temporary basis in Pay Band-2 of Rs.9300-34800/- with Grade Pay Rs.4600/-. You will also be entitled to usual allowances at the rates admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.

2. Your appointment to the post shall be governed by Central Secretariat Service Rules, 2009 and regulations made thereunder. The offer of appointment to the aforesaid post shall be subject to the following terms and conditions:-

(i) The appointment is provisional and subject to verification of character and antecedents from the concerned authorities as per procedure laid and your medical fitness. Furnishing of false information or suppression of any factual information in the attestation form would be disqualification and would render the candidate unfit for employment under the Government with resultant dismissal from service.

(ii) You will have to give an undertaking at the time of joining that if anything adverse comes out in the character and antecedents verification or in the medical examination that would make you ineligible for appointment in the first instance, and, you will be liable to be discharged from Government service forthwith without any further notice.

(iii) Your appointment may be terminated at any time by one month notice given by either side namely the appointee or the appointing authority without assigning any reason. The Government, however, reserves the right of terminating your services forthwith or before the expiry of the stipulated


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period of the notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof;

(iv) You will be on probation for two years, which may be extended or curtailed at the discretion of the competent authority but the total period of extension of probation shall not, except where it is necessary, by reasons of any departmental or legal proceedings pending against you, exceed one year. During the period of probation, you may be required to undergo such training and to pass such tests as the Department of Personnel and Training may prescribe from time to time.

(v) During the period of probation, you will be liable to be discharged from service at any time without any notice, if

(a) On the basis of your performance or conduct you are considered unsuitable for further retention in service, or

(b) If you are otherwise found ineligible or unsuitable for being retained in the service.

(vi) The appointment carries with it the liability to serve in any part of India;

(vii) You have to undergo foundation course organized by Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus (Old), New Delhi - 110067. Foundation Course is compulsory. Seniority in the Grade would be as per the relevant provisions of the Rules in force prevailing at the time of seniority determination. Assistants not completing the Foundation Course for Assistants (Probationers) shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. For this purpose two opportunities shall be provided to the candidates. However, in exceptional cases one more opportunity may be given.

(viii) You will be covered under the New Pension Scheme notified by the Ministry of Finance No.5/7/2003-ECB&PR dated 22.12.2003 and as amended from time to time.

(ix) You will not be entitled to any travelling allowances for joining the appointment, unless you are holding a permanent appointment under the Central or State Government.

3. If you are already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc. your appointment shall be subject to vigilance clearance and relieving by the present employer.

4. The appointment will further be subject to taking an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form.

5. In accordance with orders in force in regard to recruitment to service under the Government of India, no person who has entered into or contracted a marriage with any person having, a spouse living or who having a spouse living has entered into or contracted marriage with any person, is eligible for appointment under the Government of India, provided, the Government may, if they are satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Ministry a declaration to the effect in the prescribed proforma at the time to joining. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately. This offer of appointment should, in that case, be treated as cancelled and a future communication will be sent to you in due course, if upon a consideration of your representation, it is decided to offer you the appointment.

6. If you claim to belong to a Scheduled Caste, Scheduled Tribe or Other Backward Classes, or a person with disability, you will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that your appointment shall be provisional and be subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to SC/ST/Other Backward Classes/PwD or not belonging to creamy layer is false, your services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

7. You shall intimate immediately the change, if any, in your religion after appointment to the appointing/administrative authorities concerned.

8. Other terms and conditions will be governed by the relevant rules and orders in force from time to time.

9. In accordance with the relevant rules in force in regard to the recruitment to the services under the Government of India, if any declaration or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to be removed from service and to any such other action as the Government may deem fit.

10. In case you accept the above terms and conditions, you shall join the post on **22nd May, 2015** by reporting at **Haryana Institute of Public Administration, 76, Sector-18 (HIPA Complex) Gurgaon, Haryana**, for the mandatory foundational training. This offer of appointment would lapse automatically in accordance with this Department's OM No.35015/2/93-Estt.(D) dated 9.8.1995 in case you fail to join the post.

11. At the time of joining the post, you are requested to furnish the following documents:-

- (a) Declaration regarding marital status;
- (b) Original Caste Certificate; PwD;
- (c) Original educational certificates;
- (d) Certificate relating to date of birth; age relaxation, if any;
- (d) Undertaking as in para 2(ii) above.

Yours faithfully,


(Parminder Singh)

Under Secretary to the Government of India
Tele: 24642705

Copy to:-

1. The Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus(Old), New Delhi – 110067. The dossiers of the candidate alongwith medical examination report are enclosed. It is requested that:-

(a) An undertaking as in para 2(ii) of the offer of appointment may be obtained from Shri/Ms. **Name of the Candidate**

(b) The following particulars/documents of the candidates may be thoroughly checked by ISTM.

- i. Date of Birth Certificate
- ii. Certificate relating to essential qualification as on date prescribed in the Notice of exam
- iii. SC/ST/OBC/Exs/PwD Certificate if any, issued by the Competent authority in the prescribed format approved by the GOI
- iv. Candidates' claim in respect of age relaxation, if any
- v. In respect of OBC candidates the guidelines regarding creamy layer status be strictly followed

2. Candidates present office as indicated in Column 4 of the table with request that the candidate may kindly be relieved to enable him/her to join the post by 22nd May, 2015.


(Parminder Singh)

Under Secretary to the Government of India

Note: The candidates are advised to regularly check the website of ISTM also for any further information.

(परमिन्दर सिंह)
(PARMINDER SINGH)
अवर सचिव/Under Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Trg.
सरकार/Govt. of India