

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

Dated 24th 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 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 and their options. 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 government offices. The candidates have to report at **Dr. Marri Channa Reddy Human Resource Development Institute, Hyderabad, Road Number 25, Jubilee Hills, Hyderabad, Telangana - 500033, on Friday the 29th May, 2015**, for the foundational training. Failure to report may lead to cancellation of the candidature. The candidates should take the following documents with them at the time of reporting:-

- (a) Original Caste Certificate; PwD; in case of reserved category,
- (b) Original educational certificates;
- (c) Certificate relating to date of birth; age relaxation, if any;

2. This is for information of the candidates.



(Parminder Singh)

Under Secretary to the Government of India

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(परमिन्दर सिंघ)
(PARMINDER SINGH)
अवर सचिव / Under Secretary
कार्यक एवं प्रशिक्षण विभाग
Dept. of Personnel & Trg.
भारत सरकार / Govt. of India

Annexure-I

Sr. No.	Name	Rank	Office
1.	Abhisek Kumar Singh	2777	Central Bureau of Health Intelligence, Directorate General of Health Services, Room No.401, 'A' Wing, Nirman Bhawan, New Delhi - 110108
2.	Abhishek Kumar	3008	O/o The Commissioner of Income Tax, No.3, Gandhi Road, Salem, Tamilnadu – 636007 w.r.t letter No. C.No.9011/CIT/2015-16/SLM dated 01.05.2015
3.	Amit Kumar	3923	
4.	Amit Rathi	2077	
5.	Anil Kumar	4887	
6.	Ankit	3960	
7.	Ashok Madabhushi	2408	
8.	Ashutosh Yadav	4054	
9.	Asminder Khari	3945	
10.	Avdesh Kumar	4455	Income Tax Department, C. R. Building, I. P. Estate, New Delhi - 110002
11.	Bikesh Kumar	3100	
12.	Davinder Kumar	3361	Office of CDA (Air Force) West Block-V, R.K. Puram, New Delhi – 110066 w.r.t letter No. AN/I/71/DK dated 06.05.2015
13.	Devender Kumar	5373	Pay & Account Office(CISF), Ministry of Home Affairs, 5 th Floor, E – Block, GPO Complex, I N A, New Delhi – 110023 w.r.t letter No. PAO/CISF/MHA/Admn/PF/D.K/2015-16/89 dated 06.05.2015
14.	Devendra Singh Kaviya	2971	
15.	Dhananjay Chawla	2675	O/o Additional Commissioner of Income Tax (HQ) Personnel, Room No.19, 3 rd Floor, Maharshi Karve Road, Mumbai Maharashtra - 400001
16.	Dishant Kumar	4067	
17.	Doki Srinivasa Rao	2992	Office of the Superintendent of Post Offices, Department of Posts, Srikakulam Division,

			Srikakulam, Andhra Pradesh – 532001 w.r.t lette No. Bi-74 dated 06.05.2015
18.	Eshna	3573	
19.	Geela Ram	3849	
20.	Hari Kishore Padala	3870	
21.	Harish Kumar	4027	
22.	Harshavardhan Reddy M	1998	
23.	Inder Pal	3323	
24.	Kavinder Paswan	5068	Accounts Office, Vehicle Factory, Jabalpur, Madhya Pradesh - 482009
25.	Kunal Patel	3889	
26.	Kushabrata Das	4041	
27.	Lakhinana Srinivasa Rao	5367	
28.	Lokesh Kumar	5013	
29.	M Balakrishnam Raju	1268	
30.	Madan	3407	O/o Senior Superitendent Airmail, Sorting Division, Department of Posts, New Delhi – 110021 w.r.t. letter No. B-1/7/SA/PF-M/2014 dated 05.05.2015
31.	Madhur Bhaskar	4718	
32.	Manish Dua	2941	O/o The Commissioner, Central Excise & Service Tax, Opp. CCS University, Mangal Pandey Nagar, Meerut, Uttar Pradesh – 250005 w.r.t letter No. C.No. II(3)59/ET/New Aptt./TA/13 dated 13.05.2015
33.	Manish Khorwal	3806	
34.	Manish Kumar Yadav	3934	
35.	Mayank Sharma	3076	
36.	N Sandeep	3388	
37.	Neeraj Kumar	4664	
38.	Nitin Kumar	2800	
39.	Nitin Kumar Nim	4847	
40.	Pandian T	3821	O/o The Principal Accountant General (A&E), Chennai, Tamilnadu – 600018.
41.	Parveen Yadav	3924	
42.	Pawan Kumar	3819	

43.	Pawan Kumar Bhati	3816	O/o the CASO/Deputy Commandant Central Industrial Security Force (CISF), Ministry of Home Affairs, Force Head Quarter, New Delhi w.r.t letter No. E-42099/CISF/ASG- Trichy/OE/2015-833 dated 08.05.2015
44.	Pramod Illuri	3955	
45.	Prithviya Subramanian	4149	
46.	Rahul Bharti	4313	
47.	Rahul Kumar	3713	Office of CDA (Air Force), R K Puram, West Block – V, Delhi – 110066 w.r.t letter No. AN/I/71/RK dated 06.04.2015
48.	Rahul Kumar	3983	
49.	Rahul Kumar	4378	O/o Accountant General (G & SSA), Indian Audit & Accounts Department, Jhansi Road, Gwalior, Madhya Pradesh – 474002 w.r.t. letter No. 143 dated 06.05.2015
50.	Rajendra Kumar Sankhalecha	3030	O/o The Accountant General, (A&E) – II, Jhansi Road, Gwalior, Madhya Pradesh – 474002 w.r.t letter No. D-98 dated 06.05.2015
51.	Rakesh Kumar	2974	
52.	Rakshak Saxena	1588	
53.	Ram Kiran K	2134	O/o The Principal Accountant General (A & E), Annasalai, Chennai, Tamilnadu – 600018 w.r.t letter No. PrAG(A&E)/Estt.I/Rectt/2015-16/68 dated 07.05.2015
54.	Ranjit Singh	5057	
55.	Ravi Kumar	3345	O/o Director Genreal of Audit (Central Receipt), AGCR Building, I P Estate, New Delhi- 110002 w.r.t letter No. Admn/5-7/Resignation/2012- 15/276 dated 05.05.2015
56.	Ravi Kumar	5065	
57.	Rohil Niranjn	3048	O/o Principal Accountant General (Audit) – III, 101, Ground Floor, Pratishtha Bhavan, M. K. Road, Mumbai, Maharashtra - 400020
58.	Rohit Kumar	4685	

59.	S Suresh Reddy	1307	
60.	Sandeep Gupta	3747	
61.	Sandeep Kumar Bhati	3285	
62.	Sandeep Kumar Jaiswal	4031	O/o Commissioner of Central Excise, Chennai – IV, 692 – MHU Complex, 5 th Floor, Anna Salai, Nandanam, Chennai, Tamilnadu - 600035
63.	Sandeep Maan	3781	
64.	Sanjay Prakash	3895	
65.	Santosh Kumar K	3807	
66.	Santosh Kumar Ronanki	4026	
67.	Sarat Chandra Dubba	3888	
68.	Shiv Kumar Rana	4583	
69.	Siddhant Goswami	3464	
70.	Sumit Kumar	2662	O/o Principal Accountant General (G&SSA), Tamilnadu & Puducherry “ Lekha Pariksha Bhavan” 361, Anna Salai, Teynampet, Chennai, Andhra Pradesh - 600018
71.	Sumit Kumar Batra	3141	
72.	Sunil Kumar Verma	3532	
73.	Suresh D S	3897	O/o The Commissioner of Service Tax I Commissionerate, Newry Towers, 2054/1, II Avenue, Anna Nagar, Chennai, Tamil Nadu -600040 w.r.t letter No. C.No.II/39/01/2014-Estt. dated 30.04.2015
74.	Tarun Kumar	4854	
75.	Uttam Prakash	3562	
76.	V Krishnakanth Vellanki	3025	O/o Principal Director of Audit (Central), AG Office Complex, Saifabad, Hyderabad, Andhra Pradesh – 500004.
77.	Vaddi Raghavendra Sai	2536	
78.	Vamsi Krishna M	2775	
79.	Vikram Saini	3588	
80.	Vipin Pal	3963	
81.	Vishal Hembram	3752	
82.	Vishesh Kumar	2812	
83.	Vishwadeep	4013	

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 22nd May, 2015.

To

Name of the candidate as in Column 2 of the 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,

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

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 **29th May, 2015** by reporting at **Dr. Marri Channa Reddy Human Resource Development Institute, Hyderabad, Road Number 25, Jubilee Hills, Hyderabad, Telangana - 500033**, 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. **Present office of the candidate as in Column 4 of the annexure-I** with request that the candidate may kindly be relieved immediately to enable him to report at Dr.MCR HRD Institutue, Hyderabad on 29th May, 2015



(Parminder Singh)

Under Secretary to the Government of India

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