

No.25/2/2011-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> floor, Lok Nayak Bhawan,  
Khan Market, New Delhi – 110 003  
Date: the 4<sup>th</sup> February, 2013

04 FEB 2013

**OFFICE MEMORANDUM**


Subject : Filling up of posts of Personal Assistants and Steno Grade 'D' in various regional offices of the Staff Selection Commission and M/o Earth Sciences – regarding.

The undersigned is directed to say that vacancies in the grade of Personal Assistants and Steno 'D' of CSSS in the following regional offices of Staff Selection Commission are vacant:

S.No.	Offices	Personal Assistant	Steno Grade 'D'
1	SSC(CR), Allahabad	01	Nil
2	SSC(WR), Mumbai	Nil	01
3	SSC(NER), Guwahati	01	Nil
4	SSC(SR), Chennai	Nil	01
5	SSC(KKR), Bangalore	Nil	01
6	SSC(NWR), Chandigarh	Nil	01
7	SSC(MPR), Raipur	Nil	01

2. Further, one post of Personal Assistant of CSSS at Centre for Marine Living resources & Ecology (CMLRE), an attached office under the Ministry of Earth Sciences at Kochi is lying vacant.

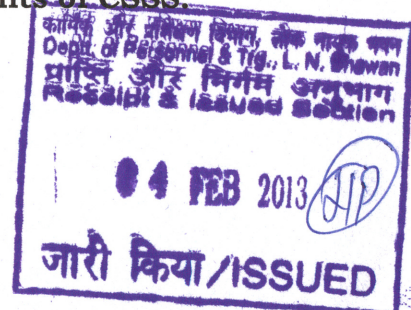
3. All the Cadre Units are requested that the application of willing Personal Assistants and Stenographers 'D' for being considered to the aforesaid posts, may be forwarded along with the personal particulars in the enclosed proforma by **4<sup>th</sup> March, 2013**. Substitute in place of the selected officers will be provided in due course.

  
(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax : 24623157

To

The Under Secretary (Admn.) of all Cadre Units of CSSS.

42 Cadres



**BIO - DATA**

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

S.NO	GRADE	MINISTRY/ DEPARTMENT	FROM	TO	ATTACHED WITH

9. REASONS FOR SEEKING OUTSTATION POST :

Date\_\_\_\_\_

( **Signature of the applicant** )