

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

Dated 20^h July, 2015

Circular

Subject: Offer of appointment to the post of Assistant in CSS on the basis of Combined Graduate Level Examination, 2013-foundational Training at HIPA, Shimla.

The consolidated list of candidates who 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, is given in Annexure-I. 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. These candidates have to report at **Himachal Pradesh Institute of Public Administration (HIPA), Fairlawn, Shimla, Himachal Pradesh on the dates mentioned against their name in Annexure-I**, for the foundational training. Failure to report shall 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;



(Parminder Singh)

Under Secretary to the Government of India

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

Annexure-I

S.No	Name	Rank	Present Office	Joining Date
(1)	(2)	(3)	(4)	(5)
1.	Poornendu Kumar	3035		1 st August 2015
2.	Vishvender Yadav	3389		31 st July 2015
3.	Mohd Saqib Ansari	3717		31 st July 2015
4.	Sunil Kumar	3738		31 st July 2015
5.	Harpreet Singh	3787		31 st July 2015
6.	Deepak Kumar	3792	O/o The Principal Accountant General (A&E), Indian Audit and Accounts Department, Kerala, M.G. Road, P.B. No. 5607, Thiruvananthapuram, Pin - 695001	31 st July 2015
7.	Avinash Yadav	3794	O/o the Chief Postmaster General, Department of Posts India, U.P. Circle, Lucknow - 226001 w.r.t letter No. STA/657-PA/2010/10 dated 28.05.2015	31 st July 2015
8.	Abhsihek Verma	3811		31 st July 2015
9.	Paritosh Yadav	3822		31 st July 2015
10.	Ajeet Kumar	3827		31 st July 2015
11.	Sachin Kumar	3835	O/o JS(Trg) & CAO, Ministry of Defence, E- Block, New Delhi - 110011 w.r.t letter No. A/47806/GS/MI/CAO/A-6(B) dated 07.05.2015	31 st July 2015
12.	Sandeep	3838		31 st July 2015
13.	Omnath Parit	3845	O/o Chief Commissioner of Income Tax, Aayakar Bhavan, 6 th Floor, Race Course Ring Road, Rajkot, Gujrat, w.r.t letter No. CC/RJT/HQ/Est./Frwr./Medical Report/OP/201516 dated 15.05.2015	31 st July 2015
14.	Amit Kumar Sahu	3847	O/o the Accountant General (A&E), Oberai Motors Building, Saharanpur Road, Majra, Dehradun, Uttarakhand - 248171 w.r.t letter No. Admin-I/vyaktigat patra/2015-16/185 dated 30.04.2015	31 st July 2015

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15.	Vipin Kumar	3861	O/o the Accountant General (Audit), Plot No. 21, Secotr 17, Chandigarh – 160017 w.r.t letter No. Admn-II/CSS/2015-16/257 dated 07.05.2015	31 st July 2015
16.	Archana	3863		31 st July 2015
17.	Bunti	3875	Senior Section Engineer. (P-Way), Northern Railway, Dehradun, Uttarakhand - 248001	1 st August 2015
18.	Pawan Kumar	3878	O/o Commissioner, Central Excise of Customs, Fivision –I, Rajkot, Gujrat	31 st July 2015
19.	Sagar Sharma	3902		31 st July 2015
20.	Zahida Khatoon	3921		31 st July 2015
21.	Dinesh Pal Singh	3928		31 st July 2015
22.	Parveen Kumar	3938		31 st July 2015
23.	Abhinav Yadav	3944		31 st July 2015
24.	Supriya Sneha	3959		1 st August 2015
25.	Anjuli Verma	3962		31 st July 2015
26.	Ajay Kumar	3969		31 st July 2015
27.	Aniket Kumar	3974		31 st July 2015
28.	Sachin Batham	3975		31 st July 2015
29.	Rahul Dabhi	3977	Principal Accounts Office, Ministry of Urban Deveopment, F-wing, 2 nd Floor, Nirman Bhavan, New Delhi w.r.t. letter No. PrAO/UD/Delhi Region/Acctt./CGLE-2012/S-1/Admn.I/2272 dated 12.06.2015	31 st July 2015
30.	Vicky Tanwar	3989		31 st July 2015
31.	Vinod Kumar	3994	Post & Telecom Audit Office, 1 st Floor, Lata Complex, Nampally, Hyderabad, Andhra Pradesh	1 st August 2015
32.	Pradip Pal	4001		1 st August 2015
33.	Rajeev Ranjan	4009	Administrative Officer, Large Taxpayer Unit, No. 1775, Jawaharlal Nehru Inner Ring Road, Annanagar Western Extension, Chennai – 600101, w.r.t letter No. II/29/2/2014-Accounts dated 01.05.2015	1 st August 2015
34.	Kiranpal	4023		1 st August 2015
35.	Ajay Kumar	4043		1 st August 2015

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36.	Randhir Singh Yadav	4053	O/o Accountant General (A&E), Haryana, Lekha Bhawan, Plot No.4 & 5, Sector - 33 B, Chandigarh - 160020 w.r.t letter No. 3/2015-16/131-37	1 st August 2015
37.	Kumar Gaurva	4059	O/o The Principal Chief Controller of Accounts, CBDT, Central Revenue Building, Dandi Swami Chowk, Ludhiana Punjab- 141001 w.r.t letter No. ZAO/CBDT/LDH/Kumar Gaurva/2015-16/56 dated 30.04.2015	1 st August 2015
38.	Sabarna Roy	4080		1 st August 2015
39.	Arun Kumar	4412	O/o of Dy. Director, IHQ of MoD(Army) Dte of Indigenisation(DOI), MGO'S Branch/DGEME, 2 nd Floor, Wing-5, West Block-III, R.K. Puram, New Delhi - 110066 w.r.t letter No. A/001/DOI/EME/D'Man dated 14.05.2015	1 st August 2015
40.	Santosh Tripathi	5347		1 st August 2015

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(परमिन्दर सिंह)
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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 July, 2015

To

Name of the 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 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.

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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 the date indicated in Column 5 of the table in Annexure-I by reporting at Himachal Pradesh Institute of Public Administration (HIPA), Fairlawn, Shimla, Himachal Pradesh**, 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 as indicated in Column 2 of the table in Annexure-I**

(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 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 31st July, 2015-01st August, 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.

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