

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

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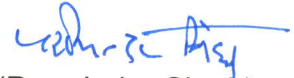
Dated: 18th May, 2015

**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 **Himachal Pradesh Institute of Public Administration (HIPA), Fairlawn, Shimla, Himachal Pradesh**, on the **22<sup>nd</sup> 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

Tel:24642705

Annexure-I

SNo	Name (S/Shri/Ms.)	Rank	Present Office
1.	Arindam Saha	0911	Excise Directorate, 32, B. B Ganguly Street, Kolkata, West Bengal - 700012
2.	Prafful Kumar Chandora	0543	
3.	Praveen Singh Shekhawat	0546	
4.	Mayank Kulshrestha	0864	O/o The Accountant General (Audit), Zero Point, Raipur, Chhatisgarh - 493111
5.	Nikhil Bhargav	0903	
6.	Aklesh Mann	0968	Principal Controller of Defence Account (PCDA), G – Block, K. Kamraj Marg, New Delhi – 110011 w.r.t. letter No. AN/1/1153/2012/Vol-I dated 11.5.2015
7.	Adarsh Kumar	1242	
8.	Faizan Ahmad	1994	
9.	Manish Kumar Singh	2001	
10.	Kaushal Upadhyay	2058	
11.	Akash Garg	2078	
12.	Ajeet Shukla	2104	O/o The Accountant General (Audit), Beltola, Guwahati, Assam - 781029
13.	Nitish Goel	2141	
14.	Chhote Lal Yadav	2160	
15.	Subhajit Das	2173	National Sample Survey Office (Field Operations Division), 10, Sitanath Banerjee Lane, PO – B. Garden, Howrah, West Bengal - 711103
16.	Amogh Anand Shukla	2176	
17.	Pratap Reddy Pathakota	2186	
18.	Aparna Singh	2203	
19.	Mohammad Shavez	2227	O/o The Accountant General (Audit), Zero Point, Raipur, Chhattisgarh – 493111 w.r.t. letter no. F-21(II)/D-30 dated 05.05.2015

20.	Abhishek Karanger	2297	
21.	Avinash Dhar Dwivedi	2316	
22.	Rahul Kundu	2402	
23.	Ankit	2439	
24.	Vidyasagar Malempati	2453	
25.	Saurabh Bisht	2457	O/o the Accountant General (Audit), Vaibhav Palace, Indira Nagar, Dehradun, Uttarakhand - 248001
26.	Kamlesh Kumar	2521	
27.	Meetush John	2610	
28.	Rohit Singh	2620	
29.	Manish Katariya	2644	
30.	Rooshan Kumar Mishra	2714	Central Pension Accounting Office, Trikoort – II, Bhikaji Cama Place, R. K. Puram, New Delhi - 110066
31.	Suraj Pandey	2727	
32.	Sandeep Kumar	2733	
33.	Pankaj Ahlawat	2795	



BY REGISTERED POST AD/SPEED POST

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

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 18<sup>th</sup> May, 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.



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.

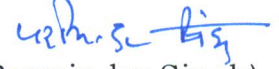
10. In case you accept the above terms and conditions, you shall join the post on **22nd May, 2015** by reporting at **Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla (HIPA), Himachal Pradesh** for the mandatory foundational training. This offer of appointment would lapse automatically 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**

(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 22<sup>nd</sup> 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  
Deptt. of Personnel  
भारत सरकार./Govt. of India