

By Speed Post

No.6/1/2018-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi
Dated 28th February, 2018

To,

The successful candidates of
Stenographers Grade 'C' & 'D' Examination, 2016
recommended to the grade of Stenographers Grade 'D' of CSSS
(As per list annexed)

Subject: Appointment to the grade of **Stenographer Grade 'D' of Central Secretariat Stenographers' Service** on the basis of **Stenographers Grade 'C' & 'D' Examination, 2016** conducted by Staff Selection Commission (SSC)- Completion of pre-appointment formalities thereof.

Sir /Madam,

I am directed to say that Staff Selection Commission has recommended candidates for appointment to the grade of Stenographers Grade 'D' of CSSS on the basis of Stenographers Grade 'C' & 'D' Examination, 2016 conducted by SSC. Candidates are, however, advised to cross check their particulars with the result declared by SSC.

2. All the successful candidates recommended to the grade of Stenographer Grade 'D' of CSSS are required to submit the following documents immediately:

- (i) **Willingness to join the post**
- (ii) **Four sets of Attestation Form, all sets duly filled in ink.**

[The candidates may take print out (back to back) of the Attestation Form attached and should carefully fill in the forms. No point in the form shall be left blank. The photograph pasted on all four sets should be signed by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out 'yes' or 'No' as the case may be and not by tick mark √. The Candidates should fill in the point 10 also even of it is same as in the points 2 or 3 of the form]

3. The candidate who in the point number 10 of the attestation form indicates his having resided in Delhi should additionally send the self-attested copies of the following documents and the soft copies of the same by email at chirabrata.sarkar@nic.in / sumit.k13@nic.in

- (a) One passport Size photograph in JPEG format (less than 20 kb)
- (b) One copy of photo identity proof in JPEG format (less than 200 kb)
(any one of the following)

- | | |
|-------------------|----------------------|
| (i) PAN card | (ii) Driving License |
| (iii) Election ID | (iv) Aadhar Card |

- (C) One copy of residential proof in JPEG format (less than 200 kb)
(any one of the following)

- | | |
|---------------------------------|-----------------------|
| (i) Passport | (ii) Electricity Bill |
| (iii) Telephone Bill (landline) | (iv) Ration Card |
| (v) Passbook | (vi) Utility Bill |
| (vii) Rent Agreement | (viii) Others |

4. Candidates should ensure that the requisite documents reach the undersigned at the address mentioned hereunder, latest by **15th March, 2018**.

Department of Personnel & Training, CS-II Division
(Shri Chirabrata Sarkar, Under Secretary)
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110003.

5. **All the candidates residing in Delhi** are advised to appear before the Civil Surgeon/ Chief Medical Officer, Dr. RML Hospital for the medical examination to determine their fitness for the Government service. The candidates should report at 8.00 AM in Room No. 235, OPD Block, Dr. Ram Manohar Lohia Hospital, New Delhi on any working day before 15.03.2018 for the appointment date and time of medical examination.

6. **All the candidates residing outside Delhi** are advised to appear before the Civil Surgeon/ Principal Medical Officer / Chief Medical Officer of the District where the candidates are presently residing, for the medical examination to determine their fitness for the Government service.

7. All the candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical examination report and declaration in original shall be furnished to this Ministry as soon as possible. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached. In case any other letter is required by the office of CMO concerned, the undersigned may be contacted. However, if the candidate is already in government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their character and antecedents report, vigilance clearance and medical examination report obtained at the time of appointment in the present service, to the undersigned.

8. The candidates who submit the requisite documents (willingness, attestation form, medical fitness report etc) shall be considered for nomination to the mandatory Stenographers Direct Recruit (SDR) Foundational Training Programme organized by Institute of Secretariat Training and Management (ISTM), Delhi, which is likely to be scheduled in the month of April, 2018.

9. Mere submission of willingness and forms will not entitle any claim to appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

10. For further information/direction, if any, all candidates are required to follow the website of Department of Personnel & Training (www.dopt.gov.in), regularly.

Yours faithfully,

Chirabrata Sarkar
28/2/2018

(Chirabrata Sarkar)

Under Secretary to the Government of India

Tele: 24623157/24654020

e-mail: chirabrata.sarkar@nic.in

Annexure

S.NO.	NAME (Sh./Smt./Ms.)	ROLL NO.	RANK
1	Nishant Kumar	2201001036	9
2	Bablu	2003006209	14
3	Shanu Suman	2201003177	18
4	Shivani Tyagi	2201031987	19
5	Chandan Kumar	2201052390	22
6	Snigdha Kaushash	2002012308	28
7	Deepak Verma	3001005919	31
8	Divija Pillai	2201001007	48
9	Arun Kumar Gangwar	3010006968	50
10	Shubham Pandey	2201029299	61
11	Manisha Dahiya	2201041321	62
12	Manisha Gupta	2201000088	64
13	Sachin	2201013390	66
14	Yashika Gosain	2201009820	68
15	Deepak Bisht	2201010032	70
16	Gopal Duggal	2201000432	72
17	Rajat	1601000120	74
18	Neeraj	2201044580	75
19	Indu Prabha	2003011635	82
20	Manisha Jain	2201004665	84
21	Mohammad Nayeem	3003015523	85
22	Abhishek Arora	2201039367	87
23	Jang Bahadur	3003018209	88
24	Shravan Kumar	3206008560	89
25	Vivek Kumar Yadav	3003002150	93
26	Lokesh Kumar	3013004401	96
27	Sakshi Kumari	2201012743	97
28	Surendra Kumar	2002002898	101
29	Vimal Kumar Vishnoi	2003003571	106
30	Rajkumar	2003010928	111
31	Krishanotar	2003009512	117
32	Preeti Morwal	2201038874	120
33	Jay Singh Yadav	3003020638	121
34	Geeta	2201022463	141
35	Mukesh Kumar	2003001226	149
36	Vinay Kumar Baswal	2201016040	236
37	Yogesh Kumar	2201002380	267
38	Siddharth Gautam	2201052049	271
39	Aishwarya Kumar Nayak	2002000770	285
40	Karan Kumar Tanwar	2201017045	305
41	Shivangi	2201002330	307
42	Kanchan Rani	2201015994	309
43	Nidhi Kujur	2201047511	324
44	Garima	2201051612	350

S.NO.	NAME (Sh./Smt./Ms.)	ROLL NO.	RANK
45	Rahul	2201010052	370
46	Rajender Singh Meena	2201008235	638
47	Rajesh Kumar Meena	2405011856	867
48	Kusum Sharma	2201015190	892
49	Abhinay Verma	2003002997	985
50	Sachin Rathi	2201023370	1025
51	Archana Kujur	2201036272	1030
52	Parvendra Kumar	2201034521	1031
53	Dheeraj Sihara	2405000988	1032
54	Girraj Meena	2405004819	1033
55	Aditi Meena	2201030503	1034
56	Artee Meena	2201001541	1037
57	Rajendra Kumar Meena	2405000638	1039
58	Praveen Ekka	2201001095	1040
59	Anil Kumar Meena	2405008691	1041
60	Ajay Kumar Meena	2405000531	1043
61	Pramod Kumar	2405000292	1044
62	Suneel Dwivedi	3003012413	1045
63	Mukesh Kumar	2201015658	1047
64	Vipasha Dhawan	2404000021	1048
65	Ram Prakash Meena	2405007151	1049
66	Supriya Kujur	2201029321	1050
67	Hanuman Sahay Meena	2405004259	1051
68	Tapan Meena	2201000849	1052
69	Rahul Kumar Gond	2201006464	1053
70	Dalu Ram Meena	2405005155	1054
71	Rakesh Kumar Meena	2405006864	1057
72	Deepak Toppo	2201003311	1058
73	Charles Kujur	2201004367	1060
74	Kiran Meena	2405003191	1061
75	Surjeet Kumar Sah	2201012934	1064
76	Sheela Bai Meena	2405004715	1065
77	Praveen Meena	2405000796	1066
78	Lokesh Kumar Meena	2405000404	1068
79	Ravi Meena	2405001627	1073
80	Abhishek Bhagat	2201004753	1074
81	Shubham	2201026202	1075
82	Jenice Lal Tharmawi	2201000585	1076
83	Goreti Minj	2201002753	1077
84	Rajesh Meena	2405004377	1079
85	Saurabh Dubey (2015)	3009015294	410
86	Juhi Kumari (2015)	3206029862	870

To

The Under Secretary (CS-II)
CS-II Division
Department of Personnel & Training
3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003

Subject:- Appointment to the grade of **Stenographer Grade 'D' of CSSS**-
Submission of documents by candidates of **Stenographers Grade
'C' & 'D' Examination, 2016**, conducted by SSC-reg.

Sir,

I am refer to letter No. 6/1/2018-CS-II(C) dated 28th February, 2018 of Department of Personnel & Training on the subject mentioned above and hereby convey my willingness to join the grade of Stenographers Grade 'D' of CSSS.

2. Four sets of Attestation Form duly filled in my own handwriting, are also attached.

Yours faithfully

Dated

Signature.....
Name.....
Roll No.....
Date of Birth.....
e-mail.....
Contact No.....
Rank (AIR).....

ATTESTATION FORM

*Affix signed
Passport size
(5 cms. X 7 cms.
Approx). copy
of recent
photograph*

“WARNING

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.

2. If detained, arrested prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information

3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated”.

1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname).	
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town).	
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)	
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.	
4.	Aadhar Card No. (if available)	
5.	Permanent Account Number (PAN) (if available)	
6.	Nationality	

Signature

7.(a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8.(a)	Place of birth, district and state in which situated		
(b)	District and State to which you belong		
(c)	District and State to which your father originally belongs		
9.(a)	Your Religion		
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Class? Answer 'Yes'/'No'		
10.	<u>Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.</u>		
From	To	Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.

Signature

11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12. Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:

Name	Nationality by birth and/ or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age:

Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

Signature

14. (a) Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to -date

Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14. (b) If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.
If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?

15. (i)			(Strike out 'Yes' or 'No' as the case may be)
			Yes / No
(a)	Have you ever been kept under detention?		Yes / No
(b)	Have you ever been arrested?		Yes / No
(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)		Yes / No
(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?		Yes / No
(e)	Have you ever been convicted by a court of Law for any Office?		Yes / No
(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?		Yes / No
(g)	Have you ever been rusticated by any University or any other educational authority/institution?		Yes / No

Signature

	(h) Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes / No
(ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:	

- Note: (i) Please also see the 'WARNING' at the top of this Attestation Form
(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be

16.	Names of two responsible person of your locality or two references to whom you are known:	1) 2)
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DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Date:

Place:

Signature of candidate

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the authority forwarding the form:

Under Secretary to the Government of India
CS-II Division
Department of Personnel & Training
3rd Floor, Lok Nayak Bhavan
New Delhi-110003

- ii) Post for which the candidate is being considered.

Stenographer Grade 'D' of
Central Secretariat Stenographers' Service (CSSS)

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined Sh/Smt/Ms. _____ a candidate for employment in the Central Secretariat Stenographer Service in the Government of India and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____.

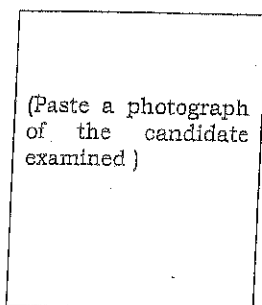
I do not consider this a disqualification for employment in Central Secretariat Stenographer Service in the Government of India.

The age of Shri/Smt./Ms. _____ according to his/her own statement is _____ years, and by appearance is about _____ years.

(Signature/thumb impression
of the candidate)

Date _____

(To be signed in the presence of
the examining Medical Officer)



Signature of Medical Officer
Name _____
Address _____

Official Seal

(Seal should be spread over
form and the photograph)

Note: The officer making this certificate should be a Civil Surgeon or a District Medical Officer of equivalent status of a Government Hospital

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the **WARNING** in the 'Note' at the bottom of page 2.)

1. Name in full
(in BLOCK letters) _____
2. Age and place of birth _____
3. Have you ever had
(a) small-pox, intermittent fever and other fever, enlargement suppuration of glands, spitting of blood, fainting attacks, rheumatism or appendicitis?
OR
(b) any other disease or accident requiring confinement to bed and medical or surgical treatment?

4. When were you last vaccinated?

5. Have you or any of your relatives been afflicted by consumption, scrofula, gout, asthma, fits, epilepsy or insanity?

6. Have you suffered from any form of nervousness due to overwork or any other cause?

7. Have you been examined and declared fit for Govt. Service by a medical officer/ Medical Board within the last three years?

8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Contd...../-

Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date: _____

Candidate's signature

Signed in my presence.

Signature of Medical Officer

Name: _____
& Designation: _____

Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

(Please take back to back print)