

F. No. 7/6/2019-CS-I (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
CS-I (A) Section

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 22nd November, 2019

OFFICE MEMORANDUM

Subject:- Posting of Assistant Section Officers (ASO) of CSS at Branch Secretariat, Mumbai in D/o Legal Affairs-reg.

The vacancies in the Assistant Section Officer's Grade of CSS in the following office are proposed to be filled, in terms of guidelines laid down in DoPT's OM No. 21/2/2009-CS-I (P) dated 16.07.2015-

(i) **Branch Secretariat, Department of Legal Affairs, Mumbai- 02 (two)**

2. All eligible Assistant Section Officers (ASOs) of CSS who are clear from vigilance angle may forward their applications along with their personal particulars in the enclosed format through their Cadre Controlling Authorities by **20th December, 2019**. Since the posts are of CSS, officers belonging to other services need not apply.

3. The Cadre Units while forwarding the applications may indicate the vigilance status of the Officer. Assistant Section Officers who apply for the post will not be allowed to withdraw their nomination subsequently. Applications received after last date, from the Cadre Controlling Authorities or otherwise found incomplete will not be considered. While forwarding the application, Cadre Controlling Authorities should also certify that the officer concerned would be relieved without substitute in the event of his/her selection. This Department would provide substitute in place of the selected candidate in due course.


(George D. Toppo)

Under Secretary to the Govt. of India
Tel: 24642705

To

All Ministries/Departments of Government of India (through website of this Department)

Annexure

Request for posting to :

1. Personal Information

1.	Name of Officer	
2.	Designation	
3.	Date of Birth	
4.	Select List Year/DR year (with AIR)	
5.	Present Ministry/Department	
6.	Educational Qualification	
7.	Contact Number	

2. Experience (including deputation details)

Sl. No	Grade	Ministry/Dept.	Period (Give dates)	Subject dealt (in brief)
1				
2				
3				
4				

3. Reason for posting: (please tick wherever applicable)

- Medical Grounds ☐
- Self (please attach documents in case of self) ☐
- Parents ☐
- Others ☐
- Spouse Grounds (please attach proof) ☐
- Others ☐

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Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date. And the data available herein is correct and up to date.

Date:

(Signature of Applicant)