

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

\*\*\*\*\*

Dated 26<sup>th</sup> May, 2015

**Circular**

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

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 **Administrative Training Institute, West Bengal, Saltlake, Kolkata, West Bengal -700106, on Friday the 5<sup>th</sup> June, 2015**, for the foundational training. Failure to report may 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;

2. This is for information of the candidates.



(Parminder Singh)

Under Secretary to the Government of India

Tel:011-24642705

e-mail: [parminder.edu@nic.in](mailto:parminder.edu@nic.in)

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

**Annexure-I**

<b>SNo</b>	<b>Name (S/Shri/Km.)</b>	<b>Rank</b>	<b>Present Office</b>
1.	Naveen Singh Kharola	1618	
2.	Tarun Khanna	2079	
3.	Utsa Banerjee	2617	O/o The Principal Chief Commissioner of Income Tax (West Bengal & Sikkim), Establishment Section, Aayakar Bhawan, P – 7, Chowringhee Square, Kolkata, West Bengal - 700069
4.	Madhav Kumar Jha	2836	O/o Commissioner Customs, Central Excise & Service Tax, 38-M.G Marg, Civil Lines, Allahabad, Uttar Pradesh – 211001 w.r.t letter No. 4542 dated 30.04.2015
5.	Vijay Kumar Bhatt	2855	O/o Principal Commissioner of Income Tax Office, Aaykar Bhavan, Cantonment Aurangabad, Maharashtra – 431002 w.r.t letter No. ABD/Pr. CIT-1/2/EST/VB/Med./2015-16/25 dated 30.4.2015
6.	Alok Ranjan	2895	O/o The Accountant General (A & E), IA & AD, Tripura, Agartala, PO – Kunjaban, Tripura – 799006 w.r.t letter No. Estt/A&E/AR/DA/2012-13/278 dated 05.05.2015
7.	Ashish Sharma	2898	National Sample Survey Office (Field Operations Division), Regional Office, SCF-14, Sector -64, SAS Nagar, Mohali Punjab – 151203 w.r.t letter No. PF/23/PBS/2013/Fdk dated 01.05.2015
8.	Bishwajeet kumar Singh	2905	
9.	Shaubhik Bhardwaj	2953	New Customs House, Ballard Estate, Mumbai - 400001
10.	Shashank Sharma	3051	
11.	Arpan	3071	
12.	Sunil Kumar	3212	
13.	Bimlesh Kumar	3262	O/o Controller of Accounts, Central Accounts Office, Ministry of Mines, Kolkata, West Bengal – 700069 w.r.t letter No. Estt/PF/Acctt/BK/198-199 dated 08.05.2015

14.	Niraj Kumar	3413	O/o The Principal Accountant General, J. N. K. Building, E – Sector, Itanagar, Arunachal Pradesh – 791111 w.r.t letter no. AG/AP/ADMN/PC/Nik/2012-13/168 dated 06.05.2015
15.	Manikanchan Roy	3426	Suprintendent of Post Offices, Department of Post, Barasat Division, Barasat District West Bengal - 7000124
16.	Tarun Verma	3488	
17.	Vishvajeet Kumar	3524	O/o The Assistant Commissioner of Income Tax, Room No.108, C-12, 1 <sup>st</sup> Floor, PratyakshKar Bhavan, Bandra Kurla Complex, Bandra (East), Mumbai, Maharashtra – 400051 w.r.t letter No. ACIT- 34(2)/Forwarding/2015-16 dated 05.05.2015
18.	Rahul Kumar	3533	Garrison Engineer, 586 Enginner Park, Pin - 913586
19.	Amardip Kumar	3648	
20.	Sanjula Kumari	3690	
21.	Sanwar Mal Yadav	3744	
22.	Amarnath Kumar	3793	O/o The Accountant General (G&SS Audit), Annexe Building, Race Course, Post Bag No. 27 Rajkot, Gujrat – 360001 w.r.t letter No. Admn/Aud/PC/Ar/AK/Vol-I O.W. 133 dated 01.05.2015
23.	Shailender Kumar	3797	
24.	Sandeep	3829	Ordanance Factory, Khamaria, Jabalpur, Madhya Pradesh – 482005. w.r.t letter No. 1177/A/E/Ext/Gr. – III dated 05.05.2015
25.	Bharat Bhushan	3854	
26.	Anurag Sharma	3896	
27.	Pankaj Bala	3900	O/o of the Addiotional Commissioner of Income Tax, No. 55/1, Shilpasree Building, Visheswaranagar, Opp. Sterling Theatre, Mysore, Karnataka – 570008 w.r.t letter NO. 71/Addl.CIT/R- 2/Mys/2015-19 dated 01.05.2015
28.	Ram Babu Sahu	3904	
29.	Pranav Trivid	3909	

30.	Abhinav Kumar	3953	O/o The Accountant General (A&E), Zero Point, Baloda Bazar Road, Raipur Chattisgarh – 493111 w.r.t letter No. Adfmn/P.F./D-67 dated 07.05.2015
31.	Suraj Kumar	3986	O/o Commissioner, Customs, Central Excise & Service Tax Customs, Central Excise & Servic Tax Commissionerate Satyajit Roy Sarani, City Centre, Durgapur, West Bengal – 713216 w.r.t letter No. C.No. II(39)2- ET/Misc/DGPHQ/15/4000 dated 30.4.2015
32.	Svatantra Mohan Sain	4334	
33.	Ankit Bharti	4344	O/o Accountant General (Audit), Indian Audit & Accounts Department, Post – Mandhar, Zero Point, Chhattisgarh, Raipur- 493111
34.	Paramjeet	4391	O/o Controller of Communication, Ministry of Communication & IT, Sanchar Bhawan, Jhalana, Doongari, Jaipur, Rajasthan – 302004
35.	Akash Kotia	4469	O/o Commissioner of Central Excise, Ahmedabad – I, Central Excise Bhawan, Near Polytechnic, Panjara Pole, Ambawadi, Ahmedabad, Gujrat - 380015
36.	Subhra Kanti Hazra	4594	
37.	Pravash Sikdar	4621	O/o The Principal Accountant General (General & Social Sector Audit), Indian Audit & Accounts Department, Treasury Buildings, Kolkata, West Bengal – 70006, w.r.t letter No. Admn.I/PF/App/Ar/122 dated 07.05.2015
38.	Sanjeev Kumar Meena	4713	Central Bureau of Investigation, Special Crime Branch, Sahkarita Bhawan, 14-Vidhan Sabha Marg, Lucknow w.r.t letter No. 17744/100/S- 34/SKM/SI/CBI/LKO dated 07.05.2015
39.	Ketan Meena	4741	O/o The Principal Accountant General (Audit) Haryana, Plot No. 4-5, Sector – 33-B, Chandigarh – 160020 w.r.t letter No. 2/2015-16/459 dt 07.05.15
40.	Sandeep	4837	

41.	Pinky	4893	O/o Controller of Accounts, Ministry of Earth Sciences, Departmental Accounting Organisation, A-20, Mausam Bhawan, Lodhi Road, Delhi – 110003 w.r.t letter No. PrAO/MoES/Admn/NoC/ 2015-16/214 dated 06.05.2015
42.	Sachin Kumar	4909	O/o the Accountant General (Audit), Punjab, Sector – 17 E, Chandigarh – 160017 w.r.t letter No. Admn-II/CSS/2015-16/257 dated 07.05.2015
43.	Himanshu Kumar	4974	Ministry of Statistics & Programme Implementation NSSO (FOD),RO, East Block – 6, Level – 5, R K Puram, New Delhi - 110066
44.	Pappu Kumar	5015	Office of The Assistant/Deputy Commissioner Central Excise Division – I, Near Stadium Road, Sector – IV, Bokaro Steel City, Jharkhand – 827004 w.r.t letter No. C.No. II(39) 12- ET/MISC/08/PT-1 4582 dated 06.05.2015
45.	Nitin Bharti	5064	
46.	Prahlad Meena	5095	Director (Pers), Indian Coast Guard Headquarters, National Stadium Complex, Purana Qila Road, New Delhi - 110001
47.	Md. Ashfaq Alam	5163	
48.	Mirtunjay Kumar	5222	Central Excise Commissionerate, Kolkata V, Kendriya Utpad Shulk Bhawan : 180, Rajdanga Main Road, Shantipally, Kolkata – 700107 w.r.t letter No. C.No.II(39)5-ET/Misc/Kol- V/2014/5329 dated 08.05.2015
49.	Ram Lakhan Meena	5258	O/o The Accountant General (Audit) Punjab, Sector 17-E, Plot No.21, Chandigarh – 160017 w.r.t. letter No. Admn-II/CSS/2015-16/257 dated 07.05.2015
50.	Manoj Kumar	5343	

**Annexure-II**  
**BY REGISTERED POST AD/SPEED POST**

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

\*\*\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 25<sup>th</sup> May, 2015.

To

**Name of the candidate as in Column 2 of 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,

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 **5<sup>th</sup> June, 2015** by reporting at **Administrative Training Institute, West Bengal, Saltlake, Kolkata, West Bengal -700106**, 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:-

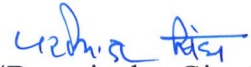
1. The Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus(Old), New Delhi – 110067. The dossiers of the candidate alongwith medical examination report are enclosed. It is requested that:-

(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 in column 4 of the Annexure-I** with request that the candidate may kindly be relieved immediately to enable him to report at ATI West Bengal, Kolkata on 5<sup>th</sup> June, 2015.



(Parminder Singh)

Under Secretary to the Government of India

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

Note: The candidates are advised to regularly check the website of ISTM also for any further information.