

No.6/2/2017-CS-II(C)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
 Khan Market, New Delhi -110 003

Dated 30th May, 2017

OFFICE MEMORANDUM

Subject: Filling up of one post of Stenographer Grade 'D' of CSSS cadre in ICMAM-PD, Chennai (an attached office under the Ministry of Earth Sciences).

The undersigned is directed to say that one post of **Stenographer Grade 'D' of CSSS cadre** at Integrated Coastal and Marine Area management (ICMAM) Project, Directorate, Chennai an attached office under the Ministry of Earth Sciences is lying vacant.

2. All the participating Cadre Units of CSSS are requested that the applications of willing **Stenographers Grade 'D' (CSSS) only** who can be spared immediately in the event of selection for filling up the above-mentioned outstation post be forwarded along with their personal particulars in the enclosed proforma, by not later than 09.06.2017 for consideration of this Department.

3. Before sending the particulars, it may be assured that the web based data in respect of the official(s) are updated.

Encls: As above

Pradeep
 (Pradeep A)
 Under Secretary to the Govt. of India
 Tel. No. 24623157

To

The Under Secretary(Admn)
 All Cadre Units of CSSS
(through website of DoPT)

BIO-DATA

1. NAME :
2. DESIGNATION :
3. CSL NO. :
4. DATE OF BIRTH:
5. PRESENT MINISTRY/DEPARTMENT:
6. PERSONAL CONTACT NUMBER :
7. EDUCATIONAL QUALIFICATIONS :
8. EXPERIENCE (INCLUDING DEPUTATION DETAILS):

| S.No. | GRADE | MINISTRY/DEPARTMENT | FROM | TO | ATTACHED WITH |
|-------|-------|---------------------|------|----|---------------|
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9. MEDIUM:
10. Reasons for seeking outstation post:

Date:

(Signature of the applicant)