

Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003,
Dated the 2nd May, 2014

OFFICE MEMORANDUM

Subject: Posting of Regular officers of Assistants' Grade of Central Secretariat Service in the office located in Chennai.

A vacancy of Assistants in the under mentioned office is proposed to be filled up in terms of guidelines laid down in DoP&T's O.M. No.21/2/2009-CS.I(P) dated 5th October, 2012:-

(i) Branch Secretariat of Department of Legal Affairs, Chennai 1

2. The Assistants of CSS desirous of posting in the office may forward their applications, along with their personal particulars in the enclosed format, through their Controlling Ministry by 16th May, 2014. The concerned Ministry while forwarding the applications may indicate the vigilance status of the officer. Since the post is of CSS, the officers of other services need not apply.



(Parminder Singh)

Under Secretary to the Govt. of India

Tele: 2464-2705

To,

All Ministries/ Departments of Govt. of India,
(Under Secretary, Admin/Estt.)

PERSONAL INFORMATION

Name of the post applied for:

1	Name of Officer	
2	Designation	
3	Date of Birth	
4	Select List Year/Recruitment Year	
5	Present Ministry/Department	
6	Educational Qualification	
7	Contact Number	

8. Experience/Posting details (including Deputation details)

Sl. No.	Grade	Ministry/Department	Period	Subject Dealt (in brief)

9. Additional information if any:

10. Remarks:

Certified that I have verified the data in respect of me and the data available herein is correct and up to date.

(Signature of the applicant)

Date: