

No.6/1/2015-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

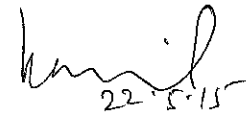
3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated 22nd May, 2015

Circular

Subject:- Offer of appointment to the post of Stenographer Grade 'D' in CSSS on the basis of Stenographer Grade 'C' & 'D' Examination, 2014-reg.

This is for information and further necessary action on the part of the candidates that the candidates mentioned in Annexure-I to this circular have been issued offer of appointment to the post of Stenographer Grade 'D' in Central Secretariat Stenographer's Service on receipt of their medical examination report from their present office/Civil Surgeon. The detailed terms and conditions of appointment have been mentioned in the offer of appointment. A digitized version of the offer is attached as Annexure-II for processing the relieving of the candidates concerned from their present offices. The candidates should report at **the Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus (old), New Delhi-110067 on 4th or 5th June, 2015 for Induction Training**. Failure to report may lead to cancellation of the candidature. This is for information of the candidates. At the time of joining the post, the candidates are requested to furnish the following documents:-

- a) Declaration regarding marital status;
- b) Original Caste Certificate; Certificate of PwDs;
- c) Original educational certificates;
- d) Certificate relating to date of birth; age relaxation, if any;



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

Annexure-I				
S.NO.	ROLL NO.	Name(Sh./Ms.)	Rank	Present office
1	3013518108	RAVI SHANKAR KUMAR	25	
2	7205700482	HIMANSHU AWASTHI	28	Director & H.O M/o Statistics & Programme Implementation Data Processing Centre 6-8th Floor, B-Block, CGO Complex Seminary Hills, Nagpur-440006
3	2201504014	S MEENAKSHI	30	
4	2201029310	SUMIT NEGI	32	
5	2201000405	SAMEER	35	
6	2404000301	KRISHNA KUMAR	41	
7	2201039575	ANURAG ROHILLA	45	
8	2201021900	SAKSHI ASWAL	46	
9	2201017002	ARVIND SINGH	47	
10	2201501828	NEHA RAHEJA	52	
11	2201034816	SHUBHAM ARORA	54	
12	2201501923	SUMIT KUMAR	59	
13	3005504620	PEEYUSH MISHRA	60	
14	2201039875	RAJNEESH BHATT	63	
15	2201042767	RASHMI CHAUDHARY	66	
16	2201502764	ASHA CHOUDHARY	70	
17	2201501318	CHAHAT KAUR	82	
18	2201504115	NEERAJ	85	
19	2003001614	KM KHUSHBU	86	
20	2201049768	DESH DEEPAK TIWARI	92	
21	2201042225	VIKAS CHHIKARA	100	
22	2003004846	HIMANSHU KUMAR	103	
23	2201050052	TARUN NAUGAIN	106	
24	2003003266	AFJAL	111	
25	2201012824	SHASHI	116	O/o Assistant Registrar (Admn.I) Supreme Court of India Tilak Marg, New Delhi
26	2201040490	MANISHA DUA	117	
27	2201023852	SMILEY	119	
28	2201500016	VIPUL KUMAR	125	
29	2201502853	UTKARSH	126	
30	2201024344	ABHISHEK DHINGRA	128	
31	2003005151	SHIVANI	129	
32	2201022292	AARZZOO SETHI	131	
33	2201049958	RAVI	135	O/o Superintendent of Police Central Bureau of Investigation Anti Corruption Branch, CGO Complex 3rd Floor, C-Block, Seminary Hills Nagpur-440006

34	3009509496	GAURAV SHUKLA	138	
35	2201037323	ROHIT ANAND	145	
36	2201039698	ANITA	147	
37	2201046689	DEEPAK TOMAR	148	
38	2201025614	DHEERAJ	157	
39	2201502120	ROHIT SHARMA	158	
40	2201036322	RIZWAN	159	
41	7006700607	ABHISHEK MISHRA	161	O/o Addi. Commissioner of Income-Tax Range-1(1) & 2 (2), Rajkot Aayakar Bhavan, 5th Floor Race Course Ring Road Rajkot-360001, Gujarat
42	3001520589	NITESH BANSAL	166	
43	2003003354	DEEPAK KUMAR CHAUHAN	167	
44	2201015639	SUMAN SHARMA	169	
45	2003009726	DEEPAK BISHT	174	
46	2201034368	SAKSHI BHATIA	183	
47	2201021618	AVDHESH KUMAR MISHRA	184	
48	3009502027	ISHA SINGH	186	
49	2407500239	HEMANT SHARMA	194	
50	2201017658	SONIKA KATOCH	197	
51	2201043174	RAVI SINGH	198	
52	2201018425	MANDEEP	201	
53	2201038436	RACHNA SETIA	202	
54	2201023515	RITIKA CHANDEL	209	Customs Excise & Service Tax Appellate Tribunal West Block2, R.K. Puram, Delhi-110022
55	2002006343	MANOJ	211	
56	2001000071	KAMESH CHAUHAN	212	
57	2201021568	ANCHAL RALHAN	215	
58	2201502905	SAURABH KUMAR	219	
59	2201022279	ROHIT	221	
60	2201002010	NAMITA	222	
61	2003010403	ANIL KUMAR	226	
62	2201025974	ASHISH PANWAR	227	
63	2201011478	ANURAG BABBAR	228	O/o the Commissioner of Income-Tax C.R. Building, Navanagar, Hubli-25, Karnataka
64	2201004822	KOMAL RAI	234	
65	3003510043	OM CHANDRA PRAJAPATI	251	
66	3206501229	PANKAJ KUMAR VERMA	252	
67	2201042804	SAURABH	262	O/o Deputy Commissioner of Police Central District, Daryaganj New Delhi-110002
68	2201022235	GOURAV SHARMA	266	
69	3010521184	ADARSH KUMAR	280	

70	2003000010	MUKESH KUMAR	281	
71	2003003075	MOHD KASEEM	290	
72	2405019697	VIVEK KUMAR	297	
73	2003007549	PITAMBAR SINGH	304	
74	2201039364	LAKSHMI MIRDWAL	318	
75	2003003758	KUMAR ABHIMANYU	321	
76	2201035384	MONIKA	335	
77	2201030143	SAURABH KUMAR	346	
78	2003000748	ARUN KUMAR SINGH	347	
79	2201008867	PRAVEEN KUMAR	361	
80	2201041737	SURESH KUMAR	364	
81	2201002951	SUDHIR	395	
82	2201028514	PANKAJ UDHAS	415	
83	1601505344	Parshant Gora	423	
84	2201021403	SHERLY SUCHITA EKKA	451	
85	2405004614	SANJAY KUMAR MEENA	474	
86	2405024261	KRISHAN MEENA	478	
87	2405017507	SHAKTI MEENA	483	
88	2405012924	MANOJ KUMAR MEENA	485	
89	2405027313	VINOD KUMAR MEENA	487	
90	2405015993	MANISH KUMAR MEENA	489	
91	2201010240	CHINGNGAIHMUAN VAIPHEI	491	
92	2201000951	ANJANA DAIMARY	492	
93	2405000538	KANHAIYA LAL MEENA	496	
94	3003503947	LALAN KUMAR MANDAL	500	
95	2405000324	CHANDRA MOHAN MEENA	503	
96	2201008072	MAMTA	504	
97	2003010430	PRAKASH SINGH	508	
98	2201005002	LATA NEGI	509	
99	6005002896	BHUPENDRA SINGH	510	
100	4410006852	MANOJ KUMAR	511	
101	3206525881	SANJAY KUMAR	512	

IMMEDIATE
BY SPEED POST

No.6/1/2015-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated 20th May, 2015

To

Name of the candidate as in column 3 of the table in Annexure-I

Subject: Offer of Appointment to the post of Steno Grade 'D' in the Central Secretariat Stenographer Service (CSSS) on the basis of Stenographer Grade 'C' & 'D' Examination 2014- reg.

Sir/Madam,

I am directed to say that on the basis of the result of Steno Grade 'C' & 'D' Examination, 2014 conducted by Staff Selection Commission, you have been selected for the post of Steno Grade 'D' in the Central Secretariat Stenographers Service (CSSS) and are hereby offered an appointment to the aforesaid post on temporary basis in Pay Band-1 (Rs.5200-20200) with a Grade Pay of Rs.2400/-. You will also be entitled to draw 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 Stenographers Service Rules, 2010 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 subject to verification of character and antecedents from the concerned authorities as per the procedure laid down and your medical fitness. Furnishing of false information or suppression of any factual information in the attestation form would be a 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, 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's 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 unexpired 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.
- b) 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. Steno Grade 'D' not successfully completing the Foundation Course 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 Bodies/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 to 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 of 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 are 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 belong 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 the Indian Penal Code for production of false certificates.

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 issued from time to time.

9. In accordance with the relevant rules in force with 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 will be liable to be removed from service and such other action as the Government may deem fit.


10. In case you accept the above terms and conditions, **you are requested to report for Induction Training on 4th or 5th June, 2015 at the Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus (old), New Delhi-110067.** This offer of appointment would lapse automatically in accordance with this Department's OM No.35015/2/93-Estt.(D) dated 09.08.1995 in case you fail to join the post. The course coordinator of the Induction Training is **Shri Chandan Mukherjee, Deputy Director (011-26185312).**

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; Certificate of PwDs;

- c) Original educational certificates;
- d) Certificate relating to date of birth; age relaxation, if any;
- e) Undertaking as in para 2(ii) above.

Yours faithfully



(Kameshwar Mishra)
Under Secretary to the Govt. of India
Telefax: 24623157

Copy to :-

1. The Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, JNU Campus (Old), New Delhi-110067. The dossiers of the candidates 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 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 relation, if any
 - V. In respect of OBC candidates the guidelines regarding creamy layer status by strictly followed.

2. Present office of the candidates as indicated in Column 5 of the table in Annexure-I with the request that the candidate may kindly be relieved to enable him/her to join the post by 04th or 05th June, 2015.


(Kameshwar Mishra)
Under Secretary to the Govt. of India
Telefax: 24623157

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