

F.No. 6/11/2022-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
CS.II Division

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110003.

Dated: 29.07.2022

To

The successful candidates of
Stenographers Grade 'C' & 'D' Examination, 2019
recommended to the grade of Stenographers Grade 'D' of CSSS
(As per Annexure-I)

Subject: Appointment to the grade of **Stenographer Grade 'D' of Central Secretariat Stenographers' Service** on the basis of **Stenographers Grade 'C' & 'D' Examination, 2019** conducted by Staff Selection Commission (SSC) - Completion of pre-appointment formalities thereof.

Dear Candidates,

Congratulations on your success in the Stenographers Grade 'C' & 'D' Examination, 2019!

I am directed to say that you have been allocated Central Secretariat Stenographers' Service by Staff Selection Commission on the basis of **Stenographers Grade 'C' & 'D' Examination, 2019**. The allocation has been made on the basis of your rank in the merit list, eligibility, preference for services expressed by you and availability of vacancy.

2. Staff Selection Commission has nominated you for the appointment to the Stenographer Grade 'D' of Central Secretariat Stenographers' Service on the basis of Stenographers Grade 'C' & 'D' Examination, 2019 against the reported vacancies. Though utmost care has been taken while preparing the list of candidates, who fulfilled the eligible conditions, yet you are advised to cross check the particulars pertaining to yourself with the result declared by SSC.

3. All the successful candidates nominated for the Stenographer Grade 'D' of CSSS (Annexure I) are pre-registered on the online portal (<https://doptapp.nic.in/STENO/>). The candidates are required to fill-up/upload and submit the following documents online:

(i) Willingness to join the post,

(ii) Attestation Form

(iii) Medical Fitness Certificate

4. The candidates, who are presently residing in Delhi or those who indicate having resided in Delhi in the point number 10 of the attestation form should **additionally** fill the "Delhi Police Verification Form" given at the portal. The detailed guidelines for filling up/uploading of the aforesaid forms through the Portal are given in **Annexure-II**.

5. All the candidates residing outside Delhi are required to appear before the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District where the candidates are presently residing, for medical examination with a copy of this letter, to determine their fitness for the Government service. The candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached (**Annexure-III**). The CMOs concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter and issue the Medical Certificate in original to the candidate. In case any other authority letter is required by the Office of medical authority concerned, the undersigned may be contacted through mail at niharika.banga@gov.in. The Original Medical Certificate should be sent to the undersigned within the specific period.

5.1 Candidates presently residing in Delhi, as per the information furnished in their Application form submitted to SSC, will be informed about their medical examination in due course through online portal.

5.2 However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their medical examination report obtained at the time of the appointment, to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.

5.3 Further, candidates residing outside Delhi who wish to get their medical examination conducted in Delhi, may opt for the same in the willingness form. However, it may be noted that no TA/DA will be provided by the Department in such cases. Further, they have to undergo their Medical Examination on allotted date and time.

6. Candidates should ensure that the requisite documents/information as sought vide paras above, are submitted/uploaded on the online portal **latest by 16th August, 2022**. In case of any query, candidates may contact the undersigned.

The Under Secretary (CSSS)
CS.II Division,
Department of Personnel & Training,
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi- 110003

7. The eligibility of candidates shall be determined for consideration for appointment based on the information furnished in the attestation form. If found eligible, candidates will be offered appointment to the post of Stenographer Grade 'D' in Central Secretariat Stenographers Service subject to the verification of character and antecedents/claim for under any reserved category. The formal offer of appointment will be sent to you separately by the Cadre Controlling Authority (CCA) of the service, namely, D/o Personnel & Training.

8. Along with the offer of appointment, the candidate will be intimated about the Mandatory Foundational Training for Stenographer Grade 'D' (Direct Recruit) organized by Institute or Secretariat Training and Management (ISTM) at Delhi. It may be noted that the above training is mandatory and has to be completed as a part of the successful completion of probation in service.

9. It may also be noted that mere submission of willingness and other documents will not entitle any candidate to claim appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

10. The candidates must note that in case, at any stage, it is found that the candidate's certificate is fake or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which now extends to the termination of his/her appointment. Such action shall also be without prejudice to any other punitive action as may be attracted in such cases.

11. Attention is also invited to this Department's OM No. 11012/7/91-Estt.(A) dated 19.05.1993 as amended from time to time which already stipulates the action that can follow against furnishing of false information or submission of false information or submission of false certificates. The operative part of the said OM is reproduced below:-

"Wherever it is found that a candidate who was not qualified or eligible in terms of the recruitment rules etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an enquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed."

12. The aforementioned OM dated 19.05.1993 clearly brings out that persons who secure appointment on the basis of fake/false certificates should not be retained in service and should be dismissed/removed from service.

13. The offer of appointment, when made, will be provisional for the candidates who have claimed/availed the benefits of any type of reservation for posts and service in terms of the following instructions as may be relevant to them:

(i) SC/ST Candidates: - The appointment will be provisional and is subject to due verification of SC/ST certificate by the SSC, DoP&T.

(ii) OBC Candidates:- This Department has issued OM No. 36012/22/93-Estt.(SCT) dated 8 September, 1993, OM No. 36033/3/2004-Est.(Res) dated 14th October, 2008 and other extant instructions in this regard from time to time. In accordance with these instructions, only Non-Creamy Layer OBC candidates are entitled to get the benefits of reservation

earmarked for Other Backward Classes (OBC). The appointment is, therefore provisional to this extent and is subject to further verification of OBC certificate by the SSC, DoP&T.

- (iii) PwBD Candidates :- The appointment will be provisional and subject to due verification of concerned certificate by the SSC, DoP&T .
- (iv) EWS Candidates:- The appointment is provisional and is subject to the due verification of Income and asset certificate by the SSC, DoP&T.

Yours faithfully,



(Jayashree Chellamani)

Under Secretary to the Government of India

Tel: 24623157

NOTE :

1. Candidates may please note that further updates/information in regard to appointment to the post of Stenographer Grade 'D' on the basis of Stenographers Grade 'C' & 'D' Examination, 2019 will be placed only on the website of DoP&T (www.dopt.gov.in-What's new) and also www.dopt.gov.in -- About us -- Central Secretariat -- Central Secretariat Stenographers' Service -- Recruitment (Steno Grade 'D') (Direct Recruitment). They are, therefore, advised to regularly visit the DoP&T's website for updates.
2. Candidates should indicate their (Stenographers Grade 'C' & 'D' Examination, 2019) All India Rank in all their correspondence with this Department, including in the subject of email.

Annexure - I

S.No.	Roll No.	Name	Rank	Medium	DOB
1	2407002383	Saurabh Sehrawat	2	English	09-07-1998
2	2006003591	Shubham Panwar	7	English	22-05-1996
3	2201021830	Bhupendra Bisht	24	English	11-09-1997
4	2201051788	Rajesh Kumar	30	English	28-12-1996
5	2002007354	Anumeha Bartwal	32	English	20-08-1997
6	3010001832	Vinay Kumar	35	Hindi	15-07-1997
7	3013603502	Mandeep Kumar	38	English	25-10-1999
8	3009005379	Akash Trivedi	65	Hindi	21-11-2000
9	2201046126	Sachin Sehrawat	68	English	27-12-1995
10	2405025282	Ikshit Khandelwal	69	English	23-11-1999
11	2201003526	Armaya Awasthi	71	English	09-02-1996
12	2201052177	Preeti Goel	72	English	23-12-1995
13	2201042737	Utkarsha Negi	75	English	13-04-2000
14	2201005605	Kirti Gautam	76	English	30-10-1996
15	2201007112	Komal	77	English	03-12-2001
16	2201015330	Himani Bisht	80	English	14-04-1995
17	2408000591	Pranav Dixit	83	Hindi	24-11-1997
18	2201042975	Sumit Kumar	84	English	17-11-2001
19	2201050276	Lalit Singh	87	English	10-09-1998
20	3005603159	Sonika Yadav	91	Hindi	03-08-1998
21	2201039726	Ujjwal Bhatnagar	92	English	31-01-1996
22	2201008331	Pammi Prakash	93	English	11-01-1995
23	2201023257	Lokesh Singh	94	English	07-04-2000
24	2201046739	Nikhil Kumar	98	English	21-03-1995
25	2201051211	Garima Sharma	99	English	26-10-1993
26	2201051663	Suprabha Rath	100	English	26-08-1998
27	2006004969	Himanshu Vishnoi	103	Hindi	19-08-2000
28	2201051793	Rashmi Pandey	104	English	15-04-1993
29	3009010274	Rahul Tripathi	105	Hindi	11-04-1997
30	2201007352	Pankaj Gupta	107	English	06-04-1997
31	2201010704	Ankit Panesar	108	English	09-10-1998
32	2201004150	Akash Choudhary	109	English	17-11-1994
33	6005201238	Anjali Garg	111	Hindi	18-08-2000
34	6005200592	Shubham Tiwari	115	Hindi	02-12-1998
35	2006000105	Shivani Ross	133	English	10-08-1998
36	2201057756	Vinay Kumar	137	English	15-06-1996
37	4410008954	Zafar Iqbal	140	English	10-09-1995
38	2201019505	Vikas Chaudhary	142	English	10-12-1999
39	3206005349	Ashuthosh kumar Singh	182	English	10-02-1995
40	2201032194	Dipti	184	English	04-11-1996
41	2405028134	Manish Prajapati	186	English	28-10-1997
42	2405021161	Suraj Singh Meena	191	Hindi	09-07-1995
43	3206005722	Kumudranjan Kumar	207	English	15-03-1994

S.No.	Roll No.	Name	Rank	Medium	DOB
44	3010605396	Shikhar Gupta	217	Hindi	16-04-1999
45	1601200881	Jashanpreet Singh	219	English	06-06-1997
46	3206011935	Piyush Kumar	221	Hindi	28-01-1999
47	3009603304	Shiv Astik Gupta	224	Hindi	08-01-1997
48	4205000187	Ejaz Ahmad	235	English	02-02-2000
49	3009607715	Aryan Verma	242	Hindi	14-05-2001
50	6001202250	Nitin Rawat	244	Hindi	18-02-1998
51	3010002696	Rubeena Parveen	249	Hindi	02-08-2000
52	2002005342	Kshitij Tomar	251	Hindi	05-09-1999
53	3003603841	Suraj Yadav	252	English	21-12-1997
54	2006001502	Rohit Chand	254	English	11-01-1998
55	5401000203	Debendra Verma	260	English	03-12-1994
56	2201039763	Rahul Kumar	261	English	31-12-1997
57	3205601366	Abhishek Kumar	272	Hindi	01-01-2000
58	2201019974	KM.Chinkey Rani	278	English	25-03-1995
59	2201004014	Suraj Kumar	280	Hindi	09-10-1997
60	2201022057	Nitin Khushwaha	281	English	07-05-1993
61	2006001424	MO Noorzaki	283	Hindi	20-10-1998
62	2408003364	Pooja Soni	287	English	02-11-2000
63	3206001143	Amrita Kumari	291	English	31-08-1994
64	2201008057	Manish	300	English	29-07-1996
65	3011002327	Himanshu Malik	314	English	12-08-1998
66	2006004584	Mo Firoz	318	Hindi	10-05-1996
67	7001700540	Ajeet Dhobi	322	Hindi	04-07-1998
68	2201043923	Nitish Kumar	341	English	13-11-2000
69	2405013200	Kamal Kant Sharma	367	Hindi	02-09-1993
70	4410007087	Pravash Saha	370	English	06-11-1994
71	2201029590	Deepika Bhagat	373	English	18-01-1995
72	2405019440	Hariom Meena	419	Hindi	05-04-1996
73	2201007066	Sanya Tigga	421	English	09-07-1994
74	2405023513	Rakesh Meena	422	Hindi	19-10-1992
75	2201064540	Leslee Kerketta	423	English	01-05-1996
76	2405027027	Ram Ratan Meena	424	Hindi	02-07-2001
77	3011930012	Yogendra Kumar Rana	436	Hindi	10-10-1998
78	2201032461	Nisha Kumari	456	English	15-03-1998
79	2006003131	Ajeet Kumar	471	Hindi	29-05-1982

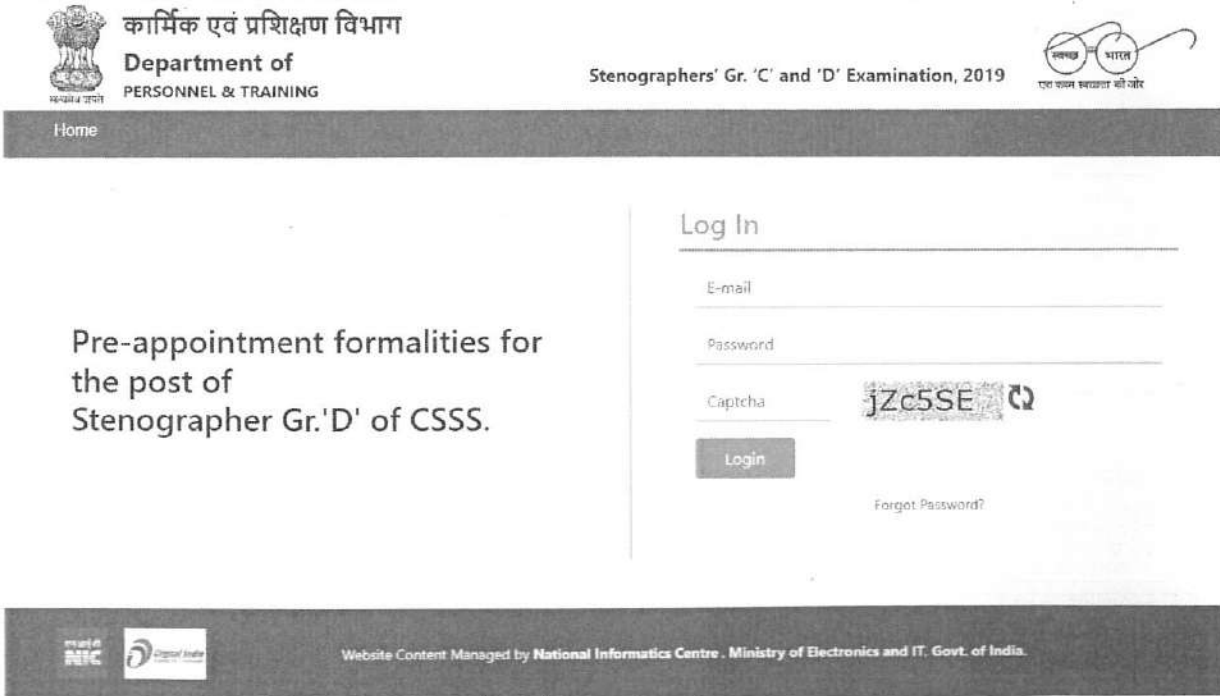
Guidelines for completion of pre-appointment formalities to the post of Stenographer Gr. 'D' in CSSS selected on the basis of Stenographer Gr. 'C' and 'D' Examination-2019 on Online Portal (<https://doptapp.nic.in/STENO/>).

Note: Candidates are advised to read the following instructions before completion of appointment formalities and should keep the soft copies of the following handy:

- Passport size photograph (max 50KB/JPG format)
- Signature (max 20KB/JPG format)
- Photo Identity [PAN/Voter ID/Driving Licence/Aadhaar] (max 100KB/JPG or PDF format)
- Address Proof [Passport/Telephone/Electricity/PNG bill/Aadhaar Card/Voter ID/Bank Passbook/Rent Agreement] (max 100KB/JPG or PDF format)

1. It may be noted that candidates who have been selected for the post of **Stenographer Gr. 'D' in CSSS** on the basis of **Stenographer Gr. 'C' and 'D' Examination - 2019** are pre-registered with basic details (like-Name, Roll No. Rank, Category, DoB, Mobile Number, e-mail id) on the Online Portal.

2. Candidate should click on FORGOT password to create a new password through their e-Mail id and mobile number furnished to SSC while applying for the post.



कार्मिक एवं प्रशिक्षण विभाग
Department of
PERSONNEL & TRAINING

Stenographers' Gr. 'C' and 'D' Examination, 2019

Home

Pre-appointment formalities for
the post of
Stenographer Gr.'D' of CSSS.

Log In

E-mail

Password

Captcha jZc5SE

Login

Forgot Password?

Website Content Managed by National Informatics Centre. Ministry of Electronics and IT, Govt. of India.

3. In the next screen that follows, the email address and the mobile number (provided to SSC at the time of application) should be entered. Separate OTPs will be sent to the Email & Mobile which

should be entered at appropriate boxes. Please follow online instructions and complete the registration. After completing the registration, the candidates can login using the email address and the passwords set by them and update their profile.

4. Candidates must fill up and submit the following documents through the Online Portal:

i) **Willingness Form**

ii) **Attestation Form**

iii) **Delhi Police Verification Format** - This Police Verification form will be available to those candidates who have declared themselves as resident of Delhi in the willingness form and/or have filled a Delhi address in the residential history of the Attestation Form.

iv) **Medical Certificate –**

a) Candidates outside Delhi have to upload the scanned copy of their Medical Examination Report as provided to them by the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District concerned.

b) The Medical examination of the candidates residing in Delhi and those who reside outside Delhi & wish to get their medical examination conducted in Delhi, will be conducted at designated Hospitals on a specific date and time. Their medical reports will be uploaded by this Department.

c) The medical report of the candidates, who are already employed in Government Service, will also be uploaded by this Department as and when the attested copies of the same are received from their previous employer. These candidates may also opt to undergo fresh medical examination and upload the report on the portal.

d) All the candidates may submit their willingness & Attestation Form as soon as possible to enable this Department to get the Medical Examination completed in a timely manner at designated hospitals.

5. Candidates are required to fill in and save each module completely before finally submitting the form online. Candidates will have the option to make changes in any module only before final submission of attestation form. **Once final submission has been made, no change will be possible online.**

6. Candidates may note that some of the fields namely Candidate's name, Date of Birth, Category, Category selected, e-mail address, etc. have been pre-populated using the information provided by SSC in the successful candidate's dossier. Such fields cannot be changed by the candidate. However, if a candidate notes any error/discrepancy in these fields, he may make a separate detailed representation to this office including all relevant documents in support of his/her claim at socs2a-dopt@nic.in. This office will decide each such case on merit and its decision in such cases shall be final.

7. If any candidate presently does not have access to the mobile number furnished at the time of application, may send an email to socs2a-dopt@nic.in citing the old mobile number and the new number, along with the reason.

8. For any queries related to Online Portal, you may contact on the e-Mail id of the Helpdesk socs2a-dopt@nic.in constituted for the purpose. The candidates must mention the subject of the e-Mail as **"Stenographer Gr. 'C' and 'D' Examination -2019-Name-Rank"**.

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined Sh/Smt/Km. _____
 a candidate for employment in the Central Secretariat Service in the Government of
 India and cannot discover that he/she has any disease (communicable or otherwise),
 constitutional weakness or bodily infirmity, except _____.

I do not consider this a disqualification for employment in Central Secretariat Service
 in the Government of India.

The age of Shri/Smt./Kum. _____ according to
 his/her own statement is _____ years, and by appearance is about _____ years.

 (Signature/thumb impression
 of the candidate)

Date _____

(To be signed in the presence of
 the examining Medical Officer)

(Paste a photograph
 of the candidate
 examined)

 Signature of Medical Officer

Name _____

Address _____

 Official Seal

(Seal should be spread over
 form and the photograph)

Note: The officer making this certificate should be a Civil Surgeon or a
 District Medical Officer of equivalent status of a Government Hospital

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the **WARNING** in the 'Note' at the bottom of page 2.)

1. Name in full
(in BLOCK letters) _____
2. Age and place of birth _____
3. Have you ever had
(a) small-pox, intermittent fever and other fever, enlargement suppuration of glands, spitting of blood, fainting attacks, rheumatism or appendicitis? _____
OR
(b) any other disease or accident requiring confinement to bed and medical or surgical treatment? _____
4. When were you last vaccinated? _____
5. Have you or any of your relatives been afflicted by consumption, scrofula, gout, asthma, fits, epilepsy or insanity? _____
6. Have you suffered from any form of nervousness due to overwork or any other cause? _____
7. Have you been examined and declared fit for Govt. Service by a medical officer/ Medical Board within the last three years? _____

8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Contd...../-

Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date: _____

Candidate's signature

Signed in my presence.

Signature of Medical Officer

Name: _____
& Designation: _____

Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

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