

No. 21/1/2014-CS-I(S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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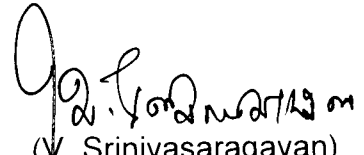
2<sup>nd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi-110003  
Dated the 14<sup>th</sup> January, 2015

**OFFICE MEMORANDUM**

Subject : Posting of a Section Officer in Branch Secretariat, Mumbai under the cadre controlling of Department of Legal Affairs - regarding.

The undersigned is directed to say that one post of Section Officer has fallen vacant in the Branch Secretariat of Department of Legal Affairs at Mumbai. As the post is an out station post, this is required to be filled up in terms of guidelines laid down in DOP&T's OM No. 21/2/2009-CS.I(P) dated 05<sup>th</sup> October, 2012.

2. The Cadre Units of CSS are, therefore, requested to forward applications along with the personal particulars in the enclosed format from willing Section Officers of CSS to consider them for posting against the aforesaid vacancy by **30<sup>th</sup> January, 2015** positively. While forwarding the application, vigilance status of the officer should also be indicated.



(Y. Srinivasaragavan)

Under Secretary to the Government of India  
Tele: 2462 9412

To,  
All Cadre Units of CSS,

## **BIO – DATA**

Name of post - Section Officer  
at Branch Secretariat, DoLA, Mumbai

1.	Name of officer	
2.	Designation	
3.	Date of Birth	
4.	Present Ministry/Department	
5.	Educational qualification	
6.	Personal contact number	

7. Experience (including deputation details) :

S. No.	Grade	Ministry/ Department	Period	Subject dealt (in brief)

8. Reasons for seeking posing in Branch Secretariat, DoLA, Mumbai

9. Data in respect of the undersigned in the web based cadre management system is complete in all respect.

(Signature of the applicant)

Date : \_\_\_\_\_