

F.No.21/3/2015-CS-I (S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated : 21<sup>th</sup> July, 2016

**OFFICE MEMORANDUM**

Subject: Filling up vacant posts of Section Officer of CSS (Administrative Officer) in Indian Institute of Legal Metrology, Ranchi (Jharkhand) – regarding.

The Indian Institute of Legal Metrology, Ranchi is a Sub-Ordinate office under the administrative control of Department of Consumer Affairs. One post of Section Officer of CSS (Administrative Officer) is lying vacant in IILM, Ranchi.

2. In terms of Para 15 of RTP dated 16.07.2015, Ministries/Departments are requested to circulate this vacancy among CSS officers and forward applications of willing officers to CS.I Division, DOP&T by 20<sup>th</sup> August, 2016. The applications should be submitted in the format enclosed. While forwarding applications, vigilance status of the officer should also be indicated.

  
(Chandra Shekhar)

Under Secretary to the Govt. of India  
Tel: 011-24624046

To

All the Ministry/Departments of Government of India  
Under Secretary (Admn./Estt.)

Request for Posting to the post of \_\_\_\_\_

At \_\_\_\_\_

## 1. PERSONAL INFORMATION

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present Ministry/Department	
5.	Contact Number	
6.	Education Qualification	

## 2. EXPERIENCE

S. No	Grade	Ministry/Department	Period (Give Dates)		Subject Dealt (in brief)
			From	To	
1.					
2.					
3.					
4.					

3. <sup>Seeking</sup> Reasons for posting \_\_\_\_\_ :

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and upto date.

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

(signature of the applicant)  
Name : \_\_\_\_\_

(For Adm. Division of Ministry/Department)

Forwarded

It is certified that the details of the officer in the web based cadre management is complete, correct and upto date.

The officer is clear from vigilance angle.

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

Signature :  
Name : \_\_\_\_\_