

F.No.01/01/2020-CS-I(P)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan, Khan Market  
New Delhi, the 16<sup>th</sup> September, 2021

**OFFICE MEMORANDUM**

Subject: Section Officers'/Stenos (Gr.I/Gr.B) Limited Departmental Competitive Examination, 2016 & 2017 – regarding


The undersigned is directed to refer to the Notice dated 15.09.2021 issued by UPSC on 15.09.2021 on the subject mentioned above.

2. The above examination is being conducted by the UPSC for additions to the Select Lists of Section Officers and Private Secretaries of various services categorized as Category I to Category IX including SO of CSS (Category I) and PS of CSSS (Category IV) as per the SO/Stenos LDCE 2016 & 2017 Rules notified by this Department on 15.09.2021. The eligibility conditions for appearing under Category I and Category IV are prescribed under Rule 3 of said Rules.

3. As per the notice issued by the Commission, the eligible candidates will have to fill in their application form online on UPSC website during 15.09.2021 to 05.10.2021 (till 6.00 PM) and will have to forward a printed copy of the application through proper channel duly verified/certified by the concerned Head of Department/Office so as to reach the Commission by 20.10.2021.

4. The Cadre Units/Ministries/Departments participating in CSS shall ensure that applications of the candidates, who meet all the eligibility conditions in respective category as prescribed under Rule 3 of SO/Stenos LDCE 2016 & 2017 Rules, CSS Rules, 2009, CSSS Rules 2010 and the regulations there-under, only are forwarded to the Commission. In this connection the Cadre Units/Ministries/Department may refer to various instructions issued by this Department relating to promotion/Departmental Examinations especially para 2.6 of OM No.28020/12010-Estt.(C) dated 17.08.2016 (consolidated guidelines on technical resignation & lien).

5. In case any clarification is required in this regard, officer(s) concerned may visit CS-I Division in person for the purpose. If any instance of allowing non-eligible officers to appear in the above examination by any Ministry/Department comes to the notice of this Department, action as deemed appropriate will be taken to fix responsibility apart from other administrative steps.



(George D Toppo)

Under Secretary to the Government of India  
Ph:24642705

To (through DOPT website)

All the Cadre Units/Ministries/Departments of CSS