

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

2<sup>nd</sup> Floor, A-Wing, Loknayak Bhawan  
Khan Market, New Delhi-3

Dated 31<sup>st</sup> October, 2016

OFFICE MEMORANDUM

Subject : Filling up vacant posts of Section Officers of CSS (Central Secretariat Service) at Branch Secretariat, Bengaluru, Department of Legal Affairs.

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The undersigned is directed to say that one post of Section officer of CSS is lying vacant in the Branch Secretariat, Bengaluru under the Department of Legal Affairs, Ministry of Law & Justice.

2. Ministries/Departments are requested to circulate this vacancy among Central Secretariat Officers and forward applications of willing officer to CS-I Division, Department of Personnel & Training by 17<sup>th</sup> November, 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 Government of India  
Tele :011-24624046

To

All the Ministries/Departments (CSS)  
of Government of India

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. Regional office for which applied :****4. 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.

Signature :  
Name :

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