

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 : 29<sup>th</sup> April, 2016.

**OFFICE MEMORANDUM**

Subject: Filling up vacant posts of Assistant Directors (Section Officers level) in the Regional Offices of Staff Selection Commission – reg.

The staff Selection Commission (SSC) is an attached office of the Department of Personnel & Training and the following vacancies in the grades of Assistant Director/Assistant Section Officer in its regional offices at Bangaluru, Kolkata & Allahabad are likely to occur :

Sl. No.	Name of the post	SSC Regional Office	No. of Vacancies
1.	Assistant Director (SO)	Kolkatta	02
2.	Assistant Director (SO)	Bangaluru	01
3.	Assistant Director (SO)	Allahabad	01
4.	Assistant Section Officer	Allahabad	01

2. Ministries/Departments are requested to circulate these vacancies among CSS officers and forward applications of willing officers to CS.I Division, DOP&T by 15<sup>th</sup> May, 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. Regional office for which applied :****4. Reasons for posting in SSC :**

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 : \_\_\_\_\_