

No. 6/2/2011-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan market, New Delhi-110003
Date: 1st January, 2013

OFFICE MEMORANDUM

Subject: Recruitment of Stenographers Grade 'D' in CSSS through Stenographers Grade C' & 'D' Examination, 2011 conducted by Staff Selection Commission (SSC)-nomination of qualified candidates reg.

The undersigned is directed to refer to this Department's O.M. of even number dated 15th May, 2012 on the subject noted above vide which nomination of candidates of Stenographers Grade 'D' of CSSS for the Select List year 2011 was issued by this Department. The examination dossiers in respect of 03 more candidates for appointment as Stenographer Grade 'D' in CSSS have been received from SSC. Accordingly, they are nominated to the different Cadre Units of CSSS as listed in the Annexure to this O.M. in the order of their merit for appointment as Stenographer Grade 'D' of CSSS.

2. Since these candidates have neither been medically examined nor have their character and antecedents been verified, the Cadre Units are requested to complete their pre-appointment formalities before they are actually appointed as Steno Grade 'D' **latest by 31st January, 2013**

3. In accordance with 'Instructions for the candidates' relating to this Examination, qualified candidates are required to submit their original certificates for verification to the authority who will give them the Offer of appointment. The appointing authorities may, therefore, call for the original certificates and check the relevant particulars from them regarding date of birth, educational qualifications, and claims for OBC/SC/ST/Ex-servicemen/PH and claim in respect of age relaxation. If any discrepancy is found in any particular case, the SSC may also be informed about it with a copy to this Department.

4. In pursuance of the instructions contained in para 2.5 of the brochure regarding reservation in service for Scheduled Caste and Scheduled Tribes circulated with the Ministry of Home Affairs O.M. No. 1/2/61-SCT (I) dated 27th April, 1962, the responsibility for verification of the claims of the SC/ST/OBC candidates is that of the appointing authority. The candidates may, accordingly, be offered appointment provisionally subject to their furnishing the prescribed caste certificate in the prescribed form within a reasonable time, which should be verified by the appointing authority.

5. In cases where the candidates are already employed in the Government offices, the Offer of appointment may be sent to them through their respective offices. Copies of Offer of appointment issued to them may kindly be forwarded to this Department and the Staff Selection Commission. The date of their joining the duty may also be intimated along with their roll number and rank number to this Department and Staff Selection Commission as soon as possible.

6. The Offer of appointment should be sent only by **Registered Post**. If the postal authorities return the letters undelivered, the letter along with the envelopes containing remarks by the postal authorities should be retained for record. In such cases a copy of the offer of appointment should be sent to the permanent address of the candidates, if it is different from that of the initial mailing address. The dossiers of such candidates should be returned to the SSC only if the second letter is also returned undelivered under intimation to this Department.

