

**MOST URGENT**

F.No.7/15/2016-CS I(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated the 16<sup>th</sup> September, 2016

**OFFICE MEMORANDUM**

**Subject: Posting of Direct Recruit Assistant Section Officers in CSS.**

At present 294 direct recruit Assistant Section Officers are undergoing Foundational Training organized by ISTM commencing from 19.09.2016. These DR Assistant Section Officers will be posted to participating Ministries/Departments of CSS.

2. All the Ministries/Departments concerned are, therefore, requested to furnish the vacancy position in the grades of Section Officer and Assistant Section Officers **as on 01.10.2016** in the format given below only by e-mail at [kumar.m13@nic.in](mailto:kumar.m13@nic.in) by **21.09.2016** positively.

1	Name of the Cadre Unit	
2	Vacancies as on 01.10.2016	
(i)	Section Officer's Grade	
(ii)	Assistant Section Officers Grade	
(iii)	Assistant Section Officers required keeping in view promotion, retirement, deputation, long leave etc. in the grade	
(iv)	Total Assistant Section Officers required in view of 2(i) and 2(ii) above.	

3. In case of no response by stipulated date is received it will be presumed that Ministry/Department does not require more Assistant Section Officers at present.

Under Secretary to the Government of India

Tel: 24642705

(K. Srinivasan)

Under Secretary  
Ministry of Personnel & Training  
Deptt. of Personnel & Training  
Govt. of India  
New Delhi

To,

All Ministries/Departments participating in CSS (through website of this Department)