

7/6/2016-CS.I(A)(pt.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi – 110 003,  
Dated the 28<sup>th</sup> October, 2016

**OFFICE MEMORANDUM**

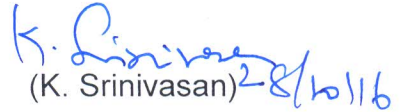
Subject: Posting of regular officers in Assistant Section Officers' Grade of Central Secretariat Service at the Branch Secretariat of Department of Legal Affairs, Mumbai and Bengaluru.

The vacancies in the Assistant Section Officer Grade in the following offices are proposed to be filled up in terms of guidelines laid down in DoPT's O.M. No. 21/2/2009-CS.I(P) dated 16.07.2015:-

- (i) Branch Secretariat of Department of Legal Affairs, Mumbai - 1 (one)
- (i) Branch Secretariat of Department of Legal Affairs, Bengaluru - 1 (one)

2. The Assistant Section Officers of CSS who are holding the post on regular basis desirous of posting in the above offices may forward their applications along with their personal particulars in the enclosed format through their Cadre Controlling Authorities by **18<sup>th</sup> November, 2016**. Since the posts are of CSS, the officers of the other services need not apply.

3. The Cadre Units while forwarding the applications may indicate the vigilance status of the officer. Assistant Section Officers who apply for the post will not be allowed to withdraw their nomination subsequently. Applications received after the last date from the cadre controlling authorities or otherwise found incomplete will not be considered. While forwarding the application cadre controlling authorities also certify that the officer concerned would be relieved without substitute in the event of his selection. This Department would provide substitute in place of the selected candidate in due course.

  
(K. Srinivasan) 28/10/16

Under Secretary to the Government of India  
Tel. No. 24642705

To

All Ministries/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**

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 : \_\_\_\_\_