

F.No. 6/13/2022-CS.II(C)-Part(1)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
CS.II Division

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi -110003.
Dated: 11.11.2022

To

The successful candidates of
Stenographers Grade 'C' & 'D' Examination, 2020
recommended to the grade of Stenographers Grade 'D' of CSSS
(As per Annexure-I)

Subject: Appointment to the grade of Stenographer Grade 'D' of Central Secretariat Stenographers' Service on the basis of Stenographers Grade 'C' & 'D' Examination, 2020 conducted by Staff Selection Commission (SSC) - Completion of pre-appointment formalities thereof.

Dear Candidates,

Congratulations on your success in the Stenographers Grade 'C' & 'D' Examination, 2020!

I am directed to say that you have been allocated Central Secretariat Stenographers' Service (CSSS) by Staff Selection Commission (SSC) on the basis of **Stenographers Grade 'C' & 'D' Examination, 2020**.

2. The list of the candidates in annexure-I has been prepared on the basis of the dossiers received from SSC pursuant to declaration of result of **Stenographers Grade 'C' & 'D' Examination, 2020**. Though utmost care has been taken while preparing the list of candidates, whose dossiers have been received in this Department, you are advised to cross check the particulars pertaining to yourself with the result declared by SSC.

3. All the successful candidates nominated for the Stenographer Grade 'D' of CSSS are pre-registered on the online portal (<https://doptapp.nic.in/STENO/>). The candidates are required to fill-up/upload and submit the following documents online:

- (i) Willingness to join the post,
- (ii) Attestation Form
- (iii) Medical Fitness Certificate

4. The candidates, who are presently residing in Delhi or those who indicate having resided in Delhi in the point number 10 of the attestation form indicates his/her residence in Delhi should **additionally** fill the "Delhi Police Verification Form" given at the portal. The detailed guidelines for filling up/uploading of the aforesaid forms through the Portal are given in **Annexure-II**.

5. All the candidates residing outside Delhi are required to appear before the Civil Surgeon/ Principal Medical Officer/Chief Medical Officer of the District where the candidates are presently residing, for medical examination with a copy of this letter, to determine their fitness for the Government service. The candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached (**Annexure-III**). The CMOs concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter and issue the Medical Certificate in original to the candidate. In case any other authority letter is required by the Office of

medical authority concerned, the undersigned may be contacted through mail at vinay.kumar.dopt@nic.in. The Original Medical Certificate should be sent to the undersigned within the specific period.

5.1 Candidates presently residing in Delhi, as per the information furnished in their Application form submitted to SSC, will be informed about their medical examination in due course through online portal.

5.2 However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their medical examination report obtained at the time of the appointment, to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.

5.3 Further, candidates residing outside Delhi who wish to get their medical examination conducted in Delhi, may opt for the same in the willingness form. However, it may be noted that no TA/DA will be provided by the Department in such cases. Further, they have to undergo their Medical Examination on allotted date and time.

6. Candidates should ensure that the requisite documents/information as sought vide paras above, are submitted/uploaded on the online portal **latest by 18th November, 2022.** In case of any query, candidates may contact the undersigned,

The Under Secretary (CSSS),
CS.II Division,
Department of Personnel & Training,
Room No. 10, 3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi- 110003
Phone: 011-24652040

7. The eligibility of candidates who submit the requisite documents as above shall be determined for consideration for appointment. If found eligible, candidates will be offered appointment to the post of Stenographer Grade 'D' in Central Secretariat Stenographers Service subject to the verification of character and antecedents/claim for under any reserved category. The formal offer of appointment will be sent to you separately by the Cadre Controlling Authority (CCA) of the service, namely, D/o Personnel & Training. Along with the offer of appointment, the candidate will be intimated about the Mandatory Foundational Training for Stenographer Grade 'D' (Direct Recruit) organized by Institute or Secretariat Training and Management (ISTM) at Delhi.

8. It may be noted that the above training is mandatory and has to be completed as a part of the successful completion of probation in service. Therefore, candidates are advised to be well prepared to attend the training on the scheduled date on nomination.

9. It may also be noted that mere submission of willingness and other documents will not entitle any candidate to claim appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

10. The candidates must note that in case, at any stage, it is found that the candidate's certificate is fake or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which now extends to the termination of his/her appointment. Such action shall also be without prejudice to any other punitive action as may be attracted in such cases.