

F.No.7/11/2022-CS.I(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
CS.I Division

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -110003.  
New Delhi, the 20<sup>th</sup> June, 2022.

To

The Successful candidates of CGLE, 2019  
nominated to Assistant Section Officers'  
Grade of CSS (as per Annexure-I)

**Subject: Combined Graduate Level Examination, 2019 - Intimation regarding pre-appointment formalities for the post of Assistant Section Officers' (ASO) Grade (Group B, Non-Gazetted) of Central Secretariat Service (CSS).**

Dear Candidates,

***Congratulations on your success in the Combined Graduate Level Examination, 2019!***

I am directed to say that you have been allocated Central Secretariat Service by Staff Selection Commission on the basis of Combined Graduate Level Examination (CGLE), 2019. The allocation has been made on the basis of your rank in the merit list, eligibility, preference for services expressed by you and availability of vacancy.

2. Staff Selection Commission has nominated you for the appointment to the Assistant Section Officers' Grade of Central Secretariat Service on the basis of CGLE 2019. Dossiers of all the nominated candidates have been received in this Department as per the list attached. Though utmost care has been taken while preparing the list annexed, yet 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 Assistant Section Officers' Grade of CSS are pre-registered on the Online Portal <https://doptapp.nic.in/CGLE/ASO>. The candidates are required to fill-up/upload and submit the following documents online:

- (i) Willingness to join the post.
- (ii) Attestation Form (AF)
- (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 AF 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, 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. In case any other authority letter is required by the Office of medical authority concerned, the undersigned may be contacted through mail at [cs1-a-dopt@gov.in](mailto:cs1-a-dopt@gov.in). The Original Medical Certificate should be sent to the undersigned within the specified 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 the 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 will 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 8<sup>th</sup> July, 2022**. In case of any query, candidates may contact the undersigned.

The Under Secretary CS.I (A)  
CS.I Division,  
Department of Personnel & Training,  
2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Tel: 011-24642705  
Email: [cs1-a-dopt@gov.in](mailto:cs1-a-dopt@gov.in)

7. 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 the fulfillment of stipulated terms and conditions.

8. The eligibility of candidates shall be determined for consideration for appointment based on the information furnished in the attestation form. If found eligible, candidates will be offered appointment to the post of Assistant Section Officer in Central Secretariat Service subject to the verification of character and antecedents/claim for EWS/OBC (Non-creamy layer)/SC/ST/PwBD status. The formal offer of appointment will be sent to you separately by this Department. Alongwith the offer of appointment, the candidates will be intimated about the Ministry/Department to which they are being posted. Subsequently, they will be nominated for the Mandatory Foundational Training for ASO Direct Recruit organized by Institute of Secretariat Training and Management (ISTM). The details of the same will be shared in due course.

9. The candidates will have to undergo the foundation course organized by the Institute of Secretariat Training and Management (ISTM) or any other Institute(s) nominated for this purpose, as and when organized. **The Foundation Course is compulsory** and has to be completed as a part of the successful completion of probation in service.

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.

11. Attention is also invited to this Department's OM No. 11012/7/91-Estt.(A) dated 19.05.1993 as amended from time to time which already stipulates the action that can follow on furnishing of false information or submission of false information or submission of false certificates. The operative part of the said OM is reproduced below:-

“Wherever it is found that a candidate who was not qualified or eligible in terms of the recruitment rules etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an enquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed”

11.1 The aforementioned OM dated 19.05.1993 clearly brings out that persons who secure appointment on the basis of fake/false certificates shall not be retained in service and shall be dismissed/removed from service.

12. The offer of appointment when made, will be provisional for the candidates who have claimed/availed the benefits of any type of reservation for posts and service in terms of the following instructions as may be relevant to them:-

(i) EWS Candidates:- The appointment is provisional and is subject to the due verification of Income and asset certificate by the DoP&T.

(ii) SC/ST Candidates: - The appointment will be provisional and is subject to due verification of EWS/SC/ST certificate by the DoP&T.

(iii) OBC Candidates:- This Department has issued OM No. 36012/22/93-Estt.(SCT), dated 8<sup>th</sup> September, 1993, OM No. 36033/3/2004-Estt.(Res) dated 14<sup>th</sup> October, 2008 and other extant instructions in this regard from time to time. In accordance with these instructions, only Non-Creamy Layer OBC candidates are entitled to get the benefits of reservations earmarked for Other Backward Classes (OBC). The allocation is, therefore, provisional to this extent and is subject to further verification of OBC certificate by the DoP&T.

(iv) PwBD Candidates:- The appointment will be provisional and subject to due verification of concerned certificate by the DoP&T.

Yours faithfully,



(George D. Toppo)

Under Secretary to the Government of India

Tel: 24642705

NOTE:

1. Candidates may please note that further updates/information in regard to appointment to the post of ASO on the basis of CGLE-2019 will be placed only on the website of DoP&T ([www.dopt.gov.in](http://www.dopt.gov.in)-What's new) and also [www.dopt.gov.in](http://www.dopt.gov.in) - About us - Central Secretariat --- Central Secretariat Service - Recruitment (DR Assistants). They are, therefore, advised to regularly visit the DoP&T's website for any updates.

2. Candidates should indicate their All India Rank of CGLE 2019 in all their correspondence with this Department, including in the subject of email.



SNO.	NAME (Shri/Ms.)	RANK	DATE OF BIRTH
1	AMIT SINGH	14	05-05-95
2	INDIRA KUNDU	18	06-05-94
3	TUSHAR SHARMA	51	30-12-90
4	PRATIKA CHAHAR	63	27-03-96
5	RAHUL MUNET	83	12-06-92
6	SANDEEP KUMAR	86	09-07-94
7	ASHUN DWIVEDI	87	23-09-93
8	BHARTI	98	18-03-98
9	MAYANK SHARMA	101	21-06-97
10	SHEETANSHU RAWAT	106	22-11-93
11	RAJAN MISHRA	108	24-09-95
12	RAHUL MEHTA	111	20-03-95
13	NAMAN JAIN	114	12-06-98
14	GAURAV KUMAR	116	08-01-97
15	RAHUL GUPTA	129	03-02-95
16	PANKAJ UPADHYAY	149	20-10-94
17	VIKRANT	151	12-10-98
18	SHUBHAM SINGH	169	20-02-99
19	MANISH KUMAR	170	20-03-97
20	AVANTIKA	179	26-04-96
21	REETA JOSHI	180	22-04-97
22	ANKIT KUMAR	191	08-08-93
23	VAISHALI SHEKHAWAT	195	30-03-99
24	SURBHI HOODA	201	06-05-96
25	TEJINDER KAUR	202	14-02-98
26	VIKRANT	210	08-05-95
27	MOKSHADA TIWARI	211	21-05-95
28	NIDHI WAMDEV	223	09-06-92
29	UMA SHANKAR MAURYA	231	01-07-99
30	DEEPAK	233	19-10-98
31	PANKITA	238	19-08-96
32	PRIYANK	240	21-09-93
33	KHUSHBU AGRAWAL	242	22-09-97
34	ANKITA SHARMA	247	29-11-92
35	KRISHNA KUMAR KANHAIYA	268	27-01-97
36	NAVDEEP SINGH	270	25-07-98
37	GAURAV KUMAR	276	19-05-98
38	AAYUSH NIKET	277	09-12-98
39	SHIVAM KUMAR SINGH	286	21-10-97
40	VINEET SINGH MAHLA	292	09-03-92
41	UTKARSH SHARMA	294	19-05-94
42	DEEPAK KUMAR SINGHAL	305	03-08-96
43	MOHIT KAUSHIK	308	29-07-95
44	MOHIT ANTIL	310	15-03-94
45	ISHITA SHAH	313	06-05-95
46	VINEY JINDAL	314	31-08-91
47	ABHISHEK KUMAR	315	17-04-98
48	ANMOL KHANNA	318	20-02-96

SNO.	NAME (Shri/Ms.)	RANK	DATE OF BIRTH
49	NAVJEET LAMBA	320	06-06-92
50	SUMAN KUMAR	323	30-05-96
51	SHIVAM KUMAR	326	13-04-96
52	JITESH	327	05-12-96
53	APOORV PRAVESH	332	19-09-98
54	DEEPAK YADAV	373	11-03-98
55	RAHUL	387	26-06-96
56	NISHANT KUMAR	390	10-02-94
57	NAMAN SACHAN	413	09-12-96
58	AARTI YADAV	454	19-09-98
59	YOGESH NAUTIYAL	473	23-01-91
60	KULDEEP	496	11-11-95
61	ANITA SURBHI	501	08-09-94
62	SUJAN GUPTA	503	19-05-93
63	DEVNATH JHA	518	15-02-96
64	NIDHI KOOLWAL	529	14-06-99
65	KIRAN	536	20-04-97
66	AYUSH RASTOGI	573	03-03-98
67	SEEMA RANI	604	09-04-96
68	ALOK KUMAR	609	09-11-97
69	AMIT PANGHAL	623	28-04-97
70	DEEPAK SHARMA	651	31-03-96
71	AARUSHI JAIN	657	23-03-96
72	SUNIL KUMAR	661	15-01-95
73	ANUJ KUMAR	673	02-07-96
74	NIKHIL SINGLA	720	12-12-93
75	HARPREET SINGH MAAN	739	07-11-90
76	KRISHAN KUMAR SHARMA	754	27-01-96
77	ASHISH YADAV	755	27-11-95
78	RAHUL	784	01-07-97
79	PUNEET MITTAL	787	03-04-92
80	KUMAR SHIVENDU	868	02-03-97
81	ANKIT KUMAR LOHANI	898	10-03-96
82	CHIRANJIWI DEEPAK KUMAR	912	12-04-92
83	KAVITA YADAV	916	05-12-97
84	HANSRAJ RANJAN	932	18-03-89
85	CHINTA KUMARI	952	19-02-92
86	SHUBHDEEP KUMAR DUTTA	953	15-01-97
87	SHIVKANT SINGH YADAV	982	22-12-96
88	ABHISHEK SINGH	1049	26-12-94
89	SHEETAL	1056	12-12-99
90	MOHD YOUSUF SAIFI	1072	10-01-94
91	PAWAN YADAV	1077	21-03-97
92	ABHAY RAJ RANJAN	1082	01-08-95
93	MANISH KUMAR	1113	11-03-98
94	ADITYA JAYSAWAL	1125	05-03-95
95	ATUL KUMAR THAKUR	1141	21-06-96
96	KAPIL YADAV	1153	24-12-91

SNO.	NAME (Shri/Ms.)	RANK	DATE OF BIRTH
97	SHALINI SINGH	1206	07-07-96
98	NITISH KUMAR	1231	15-10-96
99	RANI KUMARI	1238	08-09-95
100	PAWAR SHUBHAM DILIP	1239	28-10-94
101	GAURAV KAPOOR	1246	26-12-95
102	MANISH KUMAR YADAV	1259	10-05-97
103	DIKSHA KANNOJIA	1262	11-05-97
104	RAHUL KUMAR MEENA	1340	02-03-96
105	ABHISHEK	1479	20-03-97
106	GAURAV KUMAR	2303	15-01-97
107	SANDIP KUMAR	2734	20-11-89
108	RAUSHAN KUMAR	3146	11-03-95
109	RAVINDER	3158	19-10-95
110	SHAKTIKA	3187	25-07-95
111	ARCHANA BHORIA	3367	20-10-98
112	SUPRIYA CHANDRA	3386	28-05-94
113	VISHAL KUMAR	3532	23-05-92
114	DINESH CHITARA	4034	15-12-91
115	MOHIT KUMAR	4319	10-04-97
116	SACHIN KUMAR	4465	16-09-97

SNO.	NAME (Shri/Ms.)	RANK	DATE OF BIRTH
117	ROHIT KUMAR	4468	30-06-96
118	PANKAJ KUMAR	4498	20-08-97
119	SAHIL	4537	15-11-97
120	RAJIV	4621	24-10-95
121	RAJAT KUMAR	4831	30-05-96
122	VARUN KUMAR	4917	25-09-94
123	KSHITIJ KUMAR	4960	02-08-95
124	AMAN BAJAJ	4999	06-02-92
125	PARAS ARYA	5020	25-03-97
126	AAKASH MEENA	5090	05-06-99
127	VIKRAM SINGH MEENA	5137	01-10-96
128	SUDARSHAN KUMAR BYADWAL	5141	22-08-95
129	GAISHINTHUI GANGMEI	5216	09-03-92
130	KUSHHAL SINGH MEENA	5224	12-07-97
131	VIKASH KUMAR MEENA	5232	18-06-97
132	CHANDRESHWER SINGH	5253	03-03-87
133	PALLAVI SINGH	5294	11-07-97
134	YOGESH KUMAR MEENA	5307	22-08-99
135	DIJU KUMAR BRAHMA	5311	12-06-92
136	SUNIL MEENA	5360	28-02-93
137	SAHIL KAIRA	6628	18-01-94



**Guidelines for completion of pre-appointment formalities to the post of ASO in CSS selected on the basis of CGLE-2019 on Online Portal (<https://doptapp.nic.in/CGLE/ASO>).**

**Note:** Candidates are advised to read the following instructions before completion of pre-appointment formalities and should keep the soft copies of the following handy:

- Passport size photograph (max 50KB/JPG format)
- Signature (max 20KB/JPG format)
- Photo Identity [PAN/VoterID/Driving Licence/Aadhaar] (max 100KB/JPG or PDF format)
- Address Proof [Passport/Telephone/Electricity/PNG bill/Aadhaar Card/Voter ID/Bank Passbook/Rent Agreement] (max 100KB/JPG or PDF format)

1. It may be noted that candidates who have been selected for the post of ASO in CSS on the basis of CGLE-2019 are pre-registered with basic details (like-Name, Roll No. Rank, Category, DoB, Mobile Number, e-mail id) on the Online Portal.

2. Candidate should click on FORGOT password to create a new password through their e-Mail id and mobile number furnished to SSC while applying for the post.

The screenshot shows the official website for the Department of Personnel & Training, Government of India. The header includes the department's name in Hindi and English, along with the SSC-CGLE logo. The main content area is titled 'Pre-appointment formalities for the posts of Direct Recruit (DR) Assistant Section Officer (ASO) in Central Secretariat Service(CSS)'. It features a 'Log in' section with input fields for 'E-mail', 'Password', and 'Captcha' (displaying '7vBxQB'). A 'Login' button is present, along with a 'Forgot Password?' link and a note 'Do not have an account? Sign up.' The footer mentions 'Website Content Managed by National Informatics Centre, Ministry of Electronics and IT, Govt. of India.'

3. In the next screen that follows, the email address and the mobile number (provided to SSC at the time of application) should be entered. Separate OTPs will be sent to the Email & Mobile which should be entered at appropriate boxes. Please follow online instructions and complete the registration. After completing the registration, the candidates can login using the email address and the password set by them and update their profile.

4. Candidates must fill up and submit the following documents through the Online Portal:

i) **Willingness Form**

ii) **Attestation Form**

iii) **Delhi Police Verification Format** – This Police Verification form will be available to those candidates who have declared themselves as resident of Delhi in the willingness form and/or have filled a Delhi address in the residential history of the Attestation Form.

iv) **Medical Certificate –**

- a) Candidates outside Delhi have to upload the scanned copy of their Medical Examination Report as provided to them by the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District concerned.
- b) The Medical examination of the candidates residing in Delhi and those who reside outside Delhi & wish to get their medical examination conducted in Delhi, will be conducted at designated Hospitals on a specific date and time. Their medical reports will be uploaded by this Department.
- c) The medical report of the candidates who are already employed in Government Service, will also be uploaded by this Department as and when the attested copies of the same is received from their previous employer. These candidates may also opt to undergo fresh medical examination and upload the report on the portal.
- d) All the candidates may submit their willingness & Attestation Form as soon as possible to enable this Department to get the Medical Examination completed in a timely manner at designated hospitals.

5. Candidates are required to fill in and save each module completely before finally submitting the form online. Candidates will have the option to make changes in any module only before final submission of attestation form. **Once final submission has been made, no change will be possible online.**

6. Candidates may note that some of the fields namely Candidate's name, Date of Birth, Category, Category selected, e-mail address, PwBDs, etc. have been pre-populated using the information provided by the candidate at the time of filling up the earlier Online Application Form for CGLE-2019. Such fields cannot be changed by the candidate. However, if a candidate notes any error/discrepancy in these fields, he may make a separate detailed representation to this office including all relevant documents in support of his/her claim at [cs1-a-dopt@gov.in](mailto:cs1-a-dopt@gov.in). This office will decide each such case on merit and its decision in such cases shall be final.

7. If any candidate presently does not have access to the mobile number furnished at the time of application, may send an email to [cs1-a-dopt@gov.in](mailto:cs1-a-dopt@gov.in) citing the old mobile number and the new number, along with the reason.

8. For any queries related to Online Portal, you may contact on the e-Mail id of the Helpdesk [cs1-a-dopt@gov.in](mailto:cs1-a-dopt@gov.in) constituted for the purpose. The candidates must mention the subject of the e-Mail as "CGLE-2019-Name-Rank".



**FORM OF MEDICAL CERTIFICATE**

I hereby certify that I have examined Sh/Smt/Km. \_\_\_\_\_  
a candidate for employment in the Central Secretariat Service in the Government of  
India and cannot discover that he/she has any disease (communicable or otherwise),  
constitutional weakness or bodily infirmity, except \_\_\_\_\_.

I do not consider this a disqualification for employment in Central Secretariat Service  
in the Government of India.

The age of Shri/Smt./Kum. \_\_\_\_\_ according to  
his/her own statement is \_\_\_\_\_ years, and by appearance is about \_\_\_\_\_ years.

\_\_\_\_\_  
(Signature/thumb impression  
of the candidate)

Date \_\_\_\_\_

(To be signed in the presence of  
the examining Medical Officer)

(Paste a photograph  
of the candidate  
examined )

\_\_\_\_\_  
Signature of Medical Officer

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Official Seal

(Seal should be spread over  
form and the photograph)

**Note:** The officer making this certificate should be a Civil Surgeon or a  
District Medical Officer of equivalent status of a Government Hospital



### CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the **WARNING** in the 'Note' at the bottom of page 2.)

1. Name in full  
(in BLOCK letters) \_\_\_\_\_
2. Age and place of birth \_\_\_\_\_
3. Have you ever had  
(a) small-pox, intermittent fever and  
other fever, enlargement suppuration  
of glands, spitting of blood, fainting  
attacks, rheumatism or appendicitis? \_\_\_\_\_  
OR  
(b) any other disease or accident  
requiring confinement to bed and  
medical or surgical treatment? \_\_\_\_\_
4. When were you last vaccinated? \_\_\_\_\_
5. Have you or any of your relatives been  
afflicted by consumption, scrofula, gout,  
asthma, fits, epilepsy or insanity? \_\_\_\_\_
6. Have you suffered from any form of  
nervousness due to overwork or any  
other cause? \_\_\_\_\_
7. Have you been examined and declared fit  
for Govt. Service by a medical officer/  
Medical Board within the last three  
years? \_\_\_\_\_

8. Furnish the following particulars:			
Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Contd...../-

Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

**DECLARATION**

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date: \_\_\_\_\_

\_\_\_\_\_  
Candidate's signature

Signed in my presence.

\_\_\_\_\_  
Signature of Medical Officer

Name: \_\_\_\_\_  
& Designation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.**

(Please take back to back print)