

No.A-22011/2/2015-Ad.I
Government of India
Ministry of Corporate Affairs

Room No.518, 'A' Wing,
Shastri Bhawan, New Delhi

Dated the 18 January, 2016

OFFICE ORDER

Consequent upon their qualifying the Combined Graduate Level Examination, 2014 conducted by Staff Selection Commission and their nomination to the Ministry of Corporate Affairs by the Department of Personnel & Training's OM No. 7/10/2015-CS.I(A) dated 13th January, 2016, and their relieving from ISTM vide Institute's Office Order No. A-12025/03/2015-ISTM dated the 15th January, 2016, the President is pleased to appoint the following qualified candidates in a temporary capacity to the post of Assistant Section Officer of Central Secretariat Service (CSS) in PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4600/- w.e.f. the date of their joining in the respective training institutes and on the strength of Ministry of Corporate Affairs w.e.f. the date of their joining in this Ministry as shown against their name:-

| SN | Name (Shri/Smt./Ms.) | Rank | Date of Joining in the respective training institutes | Date of Joining in this Ministry |
|----|----------------------|------|---|----------------------------------|
| 1. | Neeti Soni | 184 | 14.11.2015 | 18.01.2016 |
| 2. | Swati Agarwal | 719 | 13.11.2015 | 18.01.2016 |

2. They will be on probation for a period of two years w.e.f. their joining in the respective training institutes.

3. On their appointment as Assistant Section Officer in this Ministry, they will draw pay of Rs.12,540/- + Rs.4600/- = Rs.17,140/- (Minimum entry grade of Rs.4600/-) p.m. plus allowances as admissible.


(Riazul Haque)

Under Secretary to the Govt. of India

To

1. Officers concerned
2. The PAO, Ministry of Corporate Affairs, New Delhi
3. Cash Section (2 copies). It is requested that the pay of these Assistant Section Officers may be disbursed from MCA w.e.f. 01.02.2016.

Contd....2/-

4. Department of Personnel & Training (Shri Parminder Singh, Under Secretary), 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 03 with reference to OM as referred to on preceding page
5. Institute of Secretariat Training & Management (Shri Chandan Mukharjee, Deputy Director), Administrative Block, JNU Campus (Old), OLOF Palme Marg, New Delhi - 67 with reference to ISTM's Office Order as referred to on preceding page. Service Books, Leave Records, LPC & Personal Files of the above Assistant Section Officers may please be forwarded at the earliest.
6. The Secretary, Staff Selection Commission, Block No. 12, CGO Complex, New Delhi - 03
7. Vigilance /General /Library /Co-ordination Sections
8. Personal Files/Service Books of the Officers concerned
9. E-Governance Cell for uploading the Order under 'New Appointment'
10. Guard File