

F. No. A.12024/1/2013-Admn. I(LD)

Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi,

Dated the 18th Nov. 2015

VACANCY CIRCULAR

Subject : Filling up two post of Proof Reader in the Legislative Department, Ministry of Law & Justice in PB-1 of Rs. 5200-20200 plus Grade Pay of Rs.2800/- on deputation/absorption basis.

It is proposed to fill up two post of Proof Reader in the Legislative Department, Ministry of Law & Justice in PB-1 of Rs.5200-20200/- plus Grade Pay of Rs.2800/- on deputation/absorption basis. One post is to be filled up on deputation basis and one post is to be filled up on deputation or absorption basis. The post belongs to General Central Service, Group "C" (Non-gazetted, Ministerial).

2. The eligibility criteria for the post are as under:-

Persons working in similar or equivalent grade on regular basis in Central Government Offices or Government of India Presses and possessing educational & other qualifications as under:-

Essential:-

- (i) A Degree of a recognised University incorporated by or under a Central Act: Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.
- (ii) Minimum five years' experience of Printing work in English in the Ministry of Law and Justice or any Central Government or a State Government Press or any other Press or a Newspaper office.
- (iii) Should qualify in a departmental test in English Proof Reading.

Desirable:- A degree in Law of recognised University.

Note 1: The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

Note 3: For the purpose of computing minimum qualifying service of deputation, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the said Pay Commission.

3. The pay and other term and conditions of the official selected will be governed by the instructions/orders of the Government of India, on the subject and as amended from time to time.

4. The applications of the interested and eligible officials, whose services can be spared immediately on selection, may please be forwarded in the prescribed proforma (Annexure-I), to **Shri B.M. Sharma, Deputy Secretary (Admn.), Legislative Department, Room No. 411, A-Wing, ShastriBhawan. New Delhi** alongwithattested photocopies of ACRs of last five years, Integrity Certificate, vigilance clearance and statement showing major/minor penalties, if any, imposed on the candidate during the last ten years. The applications should reach the undersigned within 60 days from the date of publication of the vacancy circular in the Employment News.

5. The applications received after the last date or incomplete in any respect will not be entertained.

Encl:- As above.(Sd/-)

(B.M. Sharma)
Deputy Secretary to the Govt. of India.
Tel.: 011-23389014.

To

1. All Ministries/Departments of the Government of India.
2. DS (Official Languages Wing) / DS (VidhiSahityaPrakashan) [for giving wide publicity].

Contd.....

3. Manager, Government of India Press, Ring Road, Maya Puri, New Delhi-110064
4. Manager, Government of India Press, Minto Road, New Delhi-110002
5. Manager, Government of India Press, N.I.T. Faridabad-121001
6. Manager, Government of India Press, Gandhi Nagar, Nasik, Maharashtra
7. Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi-110066.

[It is requested that the vacancy may kindly be published in the Employment News in the forthcoming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of DS (Admn.), LD immediately.]

8. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.

CURRICULUM VITAE PROFORMA

1. Name and Address
(In Block Letters)

2. Date of Birth
(in Christian era)

3. Date of retirement under
Central/State Government Rules

4. Educational Qualifications

5. Whether Educational and other
qualifications required for the post are
satisfied. (If any Qualification has been
treated as equivalent to the one
prescribed in the Rules, state the authority
for the same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
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Essential

- 1)
- 2)
- 3)

Desired

- 1)
- 2)

6. Please State clearly whether in the light of
entries made by you above, you meet the
requirement of the post.

 7. Details of Employment , in chronological order. Enclose a separate sheet duly authenticated by your
signature, if the space below is insufficient
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Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state:-

- a) The date of initial appointment.
- b) Period of appointment on deputation/ contract.
- c) Name of the parent office/organisation to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and work experience over and above prescribed in the Vacancy Circular/ Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST
17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information
(Note: Enclose a separate sheet if the

space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the Candidates

Address _____

Countersigned

(Employer with seal)