

F.No. A-32017/2/98-Admn.II(LD)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated the 3rd August, 2018

VACANCY CIRCULAR

Subject:- Filling up of two posts of Clerk (Group-‘C’) in the Departmental Canteen, Legislative Department, Ministry of Law and Justice in the pay scale of Level 2 (Rs.19,900-63,200) in the Pay Matrix (pre-revised PB-1 GP-1900 Rs. 5200-20200) on deputation/absorption basis.

It is proposed to fill up two posts of Clerk (Group-‘C’) in the Departmental Canteen, Legislative Department, Ministry of Law and Justice in the pay scale of Level 2 (Rs.19,900-63,200) in the Pay Matrix (pre-revised PB-1 GP-1900 Rs. 5200-20200) on deputation/absorption basis for a period of three years.

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

- (a) Officers of the Central Government;
- (i) Holding analogous post on regular basis;
- OR
- (ii) Tea/coffee maker with six years regular service in the grade;
- (iii) Bearer with eight years regular service in the grade;

The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Government shall ordinarily not exceed three years.

Note 2. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date for receipt of application.

For Ex-Serviceman: Deputation/re-employment.

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date of which they are due for release from the Armed, thereafter they may be considered on re-employment.

3. The pay and other terms and conditions of the officials selected will be governed by the instruction/order of the government of India, on the subject and as amended from time to time.

Contd...2/-

4. The applications of the interested and eligible officials, whose services can be spared immediately on selection, may be forwarded in the prescribed proforma (Annexure-I), to **Smt. Vidya Wati, Under Secretary (Admn.II), Legislative Department, Room No.404, D-Wing, Shastri Bhawan, New Delhi** along with attested 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 30 days from the date of publication of the vacancy circular in the Employment News.

Encl. As above.

Vidya Wati

(Vidya Wati)

Under Secretary to the Govt. of India

To,

1. All Ministries/Departments of the Government of India.
(It is requested that the post may kindly be given wide publicity among their all attached and subordinate offices and the applications, duly completed in all respect, forwarded to this Department before the closing date.)
2. All sections of the department of Legal Affairs and Legislative Department.
3. In-charge, NIC-Cell, M/o. Law and Justice with request to upload the circular on the website of this Department.
4. Admn.I (LD) Section

*Fot
Rambhadr Sahay*

(Section Officer)

BIO DATA 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 in to the one prescribed in the rules, state the authority for the same.)

Qualifications/
Experience
required

Qualification/
Experience
possessed
by the
Officer

- (1)
- (2)
- (3)

6. Please state early 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:

Office/Instt. ordn.	Post held	From	to	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment,
i.e. ad hoc or 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 -
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organisations
 - (d) Government undertakings
 - (e) Universities

11. Are you in Revised Scale or pay
if yes, give the date from which
the pre-revised scale

12. Total emoluments per month now drawn:

13. Additional information, if any, which
you would like to mention in
support or your suitability
of the post. Enclose separate sheet
if the space is insufficient.

14. Whether belongs to SC/ST

15. Remarks. :

Date

Signature of the Candidate
Address:

Countersigned
(Employer)
(with full office address
an Fax number, if any.)