

F. No. A.35021/1/2017-Admn. I(LD)
Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi,
Dated the 18th September, 2017

VACANCY CIRCULAR

Subject: Filling up of two posts of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice on deputation or absorption basis.

It is proposed to fill up two posts of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice in Level 7(Rs.44900-142400/-) in Pay Matrix on deputation/absorption basis. The post belongs to General Central Service, Group "B" (Non-Gazetted, Non-Ministerial).

2. The eligibility criteria for the posts are as under

Officials of the Central Government or State Governments or Union Territories -

(A)(i) holding analogous posts on a regular basis in parent cadre or Department; or
(ii) with five years' regular service in post in Level 6 (Rs.35400-112400/-) in the Pay Matrix or equivalent in the parent cadre or Department; and

(B) Possessing following educational qualifications and experience prescribed :-

i) Bachelor's Degree in Law of a recognised University established or incorporated by or under a Central Act or 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; and

(ii) Two year experience in legal matters in Central or State Government or Public Sector Undertakings or listed Private Sector Organisations.

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, Shastri Bhawan, New Delhi alongwith 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.

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

Encl:- As above.

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

To

1. All Ministries/Departments of the Government of India.
2. Chief Secretaries of all States and UTs.
3. DS (Official Languages Wing) / US (Vidhi Sahitya Prakashan) [for giving wide publicity].
4. Shri Ayanedi Venkatappaiah, Assistant Director(Advtg.), Publication Division, 7th Floor Sochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
[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.), Legislative Department immediately.]
5. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.

Application for the post of _____

Annexure -I

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/Exp
erience possessed
by the officer

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

Office/Institution

Post
held

From

To

Level in Pay
Matrix as per
7th CPC

Nature
of duties
(in
detail)

-
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:-
- The date of initial appointment.
 - Period of appointment on deputation/ contract.
 - 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)
- Central Govt.
 - State Govt.
 - Autonomous Organisation
 - Government Undertaking
 - Universities
 - 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.

Signature of the Candidates

Date_____

Address_____

Countersigned

(Employer with seal)