

No.A-32017/2/1998-Admn.II (LD)

Government of India

Ministry of Law and Justice

Legislative Department

Room No.404, D-Wing, Shastri Bhawan,

Dr. Rajendra Prasad Road, New Delhi.

Dated the 7th April, 2021

VACANCY CIRCULAR

Subject: - Filling up the 1 (one) post of Bearer [General Central Service Group 'D' (now Group 'C') Non-Gazetted Non-Ministerial] in Departmental Canteen (Legislative Department), Ministry of Law and Justice in the scale of pay Level-1 Rs.18,000/- to Rs.56,900/- of 7th Central Pay Commission [Pay Band-1 Rs.5,200/- to Rs.20,200/- with GP Rs.1800/- (pre-revised)] by deputation / absorption basis.

It is proposed to fill up 1 (one) post of Bearer [General Central Service Group 'D' (now Group 'C') Non-Gazetted Non-Ministerial] in Departmental Canteen (Legislative Department), Ministry of Law and Justice in the pay scale Level-1 Rs.18,000/- to Rs.56,900/- of 7th Central Pay Commission [Pay Band-1 Rs.5,200/- to Rs.20,200/- with GP Rs.1800/- (pre-revised)] by deputation / absorption basis.

2. Educational and other qualification required for deputation / absorption basis is as under: -

- (i) Name of Post : Bearer
(ii) Number of Post : 1 (one)
(iii) Qualification (a) : Officers of Central Government -
(i) Holding analogous post on regular basis, or
(ii) Wash Boy / Safaiwala with five years regular service in the pay scale of Rs.2550-55-2660-60-3200 (pre-revised), and
(b) : Possessing the qualifications prescribed for direct recruits i.e. (i) 8th standard pass from a recognised school, and (ii) two year experience as bearer or helper.

(Qualifications are relaxable at the discretion of the Central Government in the case of candidates otherwise well qualified).

Note 1: The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation / absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organisation / Department of the Central Government shall ordinarily not exceed three years.

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Note 3: 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.

Note 4: 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 on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

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

4. In addition to above, the following conditions for appointment by deputation / absorption basis are to be met: -

(a) Applicant may clearly specify whether he / she has applied for appointment on deputation or for absorption basis.

(b) The applicant shall be clear from vigilance angle. CR dosiers / APAR for last 5 year, Vigilance Clearance and statement of penalties imposed during last 10 year, if any; shall be attached with the application.

(c) Absorption of the applicant will be considered after completion of two year service satisfactorily.

5. List of duties / responsibilities of Bearer: -

(a) To serve Tea / Coffee / Biscuits etc in the official meetings.

(b) To provide regular room service to the officers / staff.

(c) To collect the used cups / plates and utensils etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.

(d) Any other additional duty allotted by the In-charge of the Canteen.

6. Selection of Bearer shall be made from amongst the candidates possessing the requisite educational and other qualification mentioned above. No intimation will be sent in respect of other applicants who are not eligible.

7. Incomplete applications will be rejected without notice.

8. On the top of the envelop containing the application should be written as "Application for the post of Bearer on Deputation/Absorption Basis".

9. Applications complete in all respect should reach to the Under Secretary (Ad.II), Legislative Department, Ministry of Law and Justice, Room No.404, D-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within 45 days from the date of publication of the said vacancy in the employment news.

Encl.: Annexure.

Vidya Wati

(Vidya Wati)

Under Secretary to the Government of India

Tel. 2338 6009

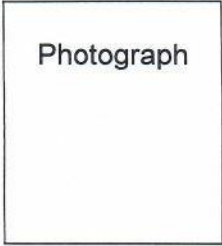
To

1. All Ministries / Departments of the Government of India.
(It is requested that the post to be filled by deputation / absorption basis may kindly be given wide publicity among their all attached and subordinate offices and the applications, duly completed in all respect, may be 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 the Department.
4. Admn.I (LD) Section.
5. OL Section for Hindi version.

Vidya Wati

Under Secretary to the Government of India

Proforma of application for the Post of Bearer on Deputation / Absorption



1. Name and address (in Block Letters):
2. Date of Birth (in Christian ear) :
3. Date of retirement under Central/State Govt.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).

Qualification / experience required	Qualification / experience possessed by the Officer
i.
ii.
iii.
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 under your signatures, if the space below is insufficient.

Office/Organisation/ Institute	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties

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 / organization to which you belong:

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10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):
- a) Central Government
 - b) State Government
 - c) Autonomous Organization
 - d) Government Undertaking
 - e) Universities
11. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay (Level of Pay Matrix):.....
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet if the space is insufficient.

14. Please state whether you are applying for deputation / absorption Basis (Officers under Central / State Government are only eligible for "Absorption" :
15. Whether belongs to SC / ST / OBC:
16. Remarks, if any.....

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application 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 candidate

Official Address:

Countersigned

(Employer with seal and date)

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CERTIFICATE

1. Certified that the particulars furnished by Shri / Smt / Kum _____ have been verified from his / her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri / Smt / Kum _____. His / her integrity is certified.
3. No major / minor penalty was imposed on Shri / Smt. / Kum.....during the last 10 years as per records of the Ministry / Department.

Signature of Head of Office / Department
along with stamp and date

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