

Government of India  
Ministry of Law and Justice  
Legislative Department

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Shastri Bhawan, New Delhi  
dated the 8<sup>th</sup> December, 2023.

To,

The Secretary  
All Ministries/ Departments of Government of India  
(As per standard list)

**Subject:- Filling up of one post of Cash Officer in Legislative Department,  
Ministry of Law and Justice on deputation basis.**

Sir/ Madam,

I am directed to say that one post of Cash officer in the Legislative Department, Ministry of Law and Justice is required to be filled on deputation basis. The post of Cash Officer belongs to General Central Service, Group 'B' (Gazetted) (Non-Ministerial) in level 7 (Rs.44900-142400) in the pay matrix. Deputation to the said post is to be made from amongst the officers under the Central Government: -

- a) (i) holding analogous post on regular basis in the Parent Cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level 6 (Rs.35400-112400) in the pay matrix or equivalent in the Parent Cadre or Department; and
- b) possessing any one of the following qualifications, namely:-
  - (i) Pass in the Subordinate Accounts Service Examination conducted by any of the organized Accounts Departments of the Central Government and two years' experience in cash, accounts and budget work; or
  - (ii) Successful completion of the training in the Cash and Accounts Work in the Institute of Secretariat Training & Management or equivalent and three years' experience in cash, accounts and budget work.

(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 applications).

2. Appointment to the post on deputation will be initially for a period of three year. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009- Estt. (Pay.II) dated 17<sup>th</sup> June, 2010 as amended from time to time.

Contd./

3. It is requested that applications (Annexure-I) along with all necessary documents of suitable and eligible officers and who can be spared immediately in the event of selection, may be sent to Shri Uttam Prakash, Deputy Secretary (Admn.), Legislative Department, Ministry of Law and Justice, Room No. 411-A, 'A' Wing, 4<sup>th</sup> Floor, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within a period of 60 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.
4. Applications of only such officers/ candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data in proforma given in (Annexure-I) (ii) Cadre Clearance Certificate.
5. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.
6. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct, and that no disciplinary/ vigilance proceedings are either pending or contemplated against the applicant and that no major/minor penalties have been imposed on the officer during the last ten years. The forwarding authorities should enclose the up-to-date Confidential Report Dossiers of the applicant for the last five years. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of their duties.
7. This circular with all enclosures is available on the website of the Department i.e. <https://legislative.gov.in/notice-category/recruitments/>. This may please be given wide circulation in the various units of your organization.

**Encl:- As above.**

Yours faithfully,

  
(Bhoopendra Singh Bisht)

Under Secretary to the Govt. of India  
Tel.: 23385023.

**Copy to:-**

1. DLC (Hindi), Official Languages Wing/ DS (Vidhi Sahitya Prakashan) [for giving wide publicity].
2. Technical Director, NIC, DoP&T, Room No.11/A, North Block, New Delhi with the request to upload the vacancy circular on the DoP&T's website.

**APPLICATION FOR THE POST OF CASH OFFICER IN LEGISLATIVE DEPARTMENT****BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (In Block Letters)										
2. Date of Birth (in Christian era)										
3.i) Date of entry into service										
ii) 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)										
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>									
<b>Essential</b>	<b>Essential</b>									
A) Qualification	A) Qualification									
B) Experience	B) Experience									
<b>Desirable</b>	<b>Desirable</b>									
A) Qualification	A) Qualification									
B) Experience	B) Experience									
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and Issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>										
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.										
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>										
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 on regular basis	From	To	*Pay Scale (Level in Pay Matrix) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for					

**\*Important:**—Pay Scale (Level in the Pay Matrix) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Scale (Level in the Pay Matrix) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Scale where such benefits have been drawn by the Candidate, may be indicate as below: —

Office/Institution	Pay Scale drawn under ACP/MACP Scheme	From	To
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 belongs.	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 NOTE :- In case of Officers already on deputation, the applications of such offices should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 NOTE :- Information under Columns 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. Additional details about present employment:</b> 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 f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emoluments per month now drawn			
Basic Pay with scale of pay and rate of increment	Dearness Pay/Interim relief/other Allowances, etc.,(with break-up details)		Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
<b>16.A Additional information</b> , if any, relevant to the post you applied for 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).			

<b>16.B. Achievements :</b> The candidates are requested to Indicate information with regard to : (i) Research publication and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official recognition (vi) any other information (enclose a separate sheet if the space is insufficient)	
17. 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).	
# (The option of 'STC' / 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular /advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
 \_\_\_\_\_

Date :

#### Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

**(Certificate to be furnished by the Employer/Head of Office/forwarding Authority)**

Certified that the particulars furnished by\_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified that-

- (i) There is no vigilance or disciplinary case pending/contemplated against Sh. /Smt.\_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/ her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Countersigned

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(Employer/ Forwarding Authority with Seal