

No. A-12019/1/2023 -VSP(A)  
Government of India  
Ministry of Law and Justice  
Legislative Department  
Vidhi Sahitya Prakashan  
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Indian Law Institute Building,  
Bhagwan Dass Road,  
New Delhi

Dated: 13<sup>th</sup> February, 2024

**VACANCY CIRCULAR**

**Subject: Appointment to Five (05) posts of Personal Assistant (Stenographer) (Group B, Non-Gazetted) and One (01) post of Accountant (Group B, Non-Gazetted) in Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice on deputation (including short term contract)/absorption basis- regarding.**

Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice invites applications from the eligible Officials for the following vacant posts in Vidhi Sahitya Prakashan belonging to General Central Service, which are to be filled up on deputation (including short term contract)/ absorption basis on usual terms and conditions: -

**(A) Personal Assistant (Stenographer)**

There are five (05) vacant posts of Personnel Assistant (Stenographer) [Group 'B' (non-gazetted, non-ministerial)] in Level 7 pay matrix of 7<sup>th</sup> CPC pay scale of Rs. 44900-142400, (pre-revised scale in pay band-2 with Grade Pay of Rs. 4600/-) belonging to General Central Service, are to be filled up urgently on deputation (including short-term contract)/absorption basis. The appointment will be made from amongst the Officials of the Central Government or State Government or Union Territories: -

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the post in the scale of pay of Rs. 5000-8000(pre-revised) or equivalent in the parent cadre or department; and
- (b) Possessing the following qualifications and experience: -

**Essential:**

- (i) Passed the Matriculation or equivalent Examination from a recognized Board or University or equivalent: and
- (ii) Possessing a speed of 100 words per minute in Hindi Stenography.

**Desirable:**

- i. Bachelor's Degree with Hindi as an elective/compulsory subject from a recognized University or equivalent and
- ii. Knowledge of computer operation.

**(B) Accountant**

There is one (01) vacant post of Accountant in Group 'B' (Non-Gazetted) in the pay scale of Rs. 35400-112400/-, Level-6 of pay matrix as per the 7<sup>th</sup> CPC (the pre-revised pay band-2 with pay scale of Rs. 9300-34800+ Grade Pay of Rs. 4200/-) belongings to General Central Service is to be filled up on deputation/absorption basis. The appointment will be made from amongst the Officials of the Central Government or State Government or Union Territories: -

(1) (i) Upper Division Clerk of Central Secretariat Clerical Service in the pre-revised pay band-I Rs. 5200-20200 plus grade pay of Rs. 2400/-, now level-4 of 7<sup>th</sup> CPC with eight years' regular service in the grade and who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management (ISTM) and possessing two years' experience of cash, accounts and budget work; failing which

(2) Officers under the Central Government

(a) (i) holding analogous post of regular basis in the parent cadre or department; or

(ii) with six years service in the grade rendered after appointment thereto on regular basis in the post in pay band-I (Rs. 5200-20200) plus grade pay of Rs. 2800/- (pre revised) now Level-5 of 7<sup>th</sup> CPC in the parent cadre or department; or

(iii) with eight years regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay band-I Rs. 5200-20200 plus grade pay or Rs. 2400/-, now level-4 of 7<sup>th</sup> CPC in the parent cadre or department; and

(b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess two years' experience of cash, accounts and budget work.

2. The 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 to exceed three years.

3. The maximum age limit for appointment by deputation/absorption shall not exceed 56 years as on the closing date of receipt of applications.

4. Pay of the officer selected for the post will be regulated in accordance with the provisions contained in the Govt. of India, Department of Personnel and Training, O.M. No. 2/29/91-Estt. (Pay.II), the 5<sup>th</sup> January, 1994, as amended from time to time.

5. The applications in the enclosed proforma (Annexure) from eligible and suitable Officials may be forwarded to this Department along with their up-to-date APARS of last five years, vigilance clearance and integrity certificate etc., so as to reach the undersigned within 30 days from the date of publication of the advertisement for aforesaid vacancies in the Employment News, Hindustan Times & Times of India (English Edition) and Dainik Jagran & Dainik Bhaskar (Hindi Edition). The candidates selected for the post will not be allowed to withdraw their names later on.

Encl.: - As above.



(Uttam Prakash)

Deputy Secretary to the Govt. of India

To

1. All Ministries/Department of the GOI.
2. The Under Secretary, DoPT for uploading on the website of DoPT.
3. NIC Cell, Ministry of Law and Justice for uploading the circular on the website of the Ministry (Legal Affairs and Legislative Department).

**Application proforma for the post of Personal Assistant/Accountant in the Ministry of Law and Justice, Legislative Department, New Delhi**

Name of the Officer:

Father's /Husband Name:

Date of Birth:

Gender:

Education Qualifications:

Post for which to be considered:

Present post held (with pay scale and date of appointment):

Permanent post held:

Brief particulars of service with nature of duties performed and experience:

Whether officers belong to Scheduled Cast/Scheduled Tribe Community:

Permanent Address:

Address for communication:

Additional information if any, which you would like to mention

in support of your suitability for the post:

Tel./Mob. No./Email ID:

Remarks:

Signature of the Candidate

**DEPARTMENTAL ENDORSEMENT**

Certified that the information given by Shri/Smt/Ms.....is correct and his/her services, will be spared in the event of his/her selection for appointment by deputation to the post of Personal Assistant in Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice. He/She is clear from vigilance angle and no major/minor penalty has been imposed on him/her during the last 10 years. It is also certified that here is no doubt about the integrity of officer and cadre clearance in respect of him/her has already been obtained. Copies of last five years Annual Confidential Report in respect of the officer concerned are enclosed.

Signature.....

Name.....

Designation.....

Department.....

Date: