

**F.No.A-45011/26/2023-Admin.I(LD)**

**Government of India  
Ministry of Law and Justice  
Legislative Department**

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Legislative Department proposes to engage five Consultants on contract basis for a period of one year in Printing Sections of this Department. The educational qualifications, experience and age limit required for the position are as under:-

**Essential:**

- I. Degree in any subject from a recognised University or Institution.
- II. Diploma or Certificate in Computer Applications from a recognised Institute.
- III. Excellent formatting or Layout preparation skills in MS Word.

**Experience:** One year experience in layout preparation or formatting in any recognised institution or publishing house of repute.

**Desirable:**


- I. Working knowledge of MS Word and other DTP software in preparation of Printing designs and layouts, etc.
- II. Proficiency in English language and knowledge of proof reading.

**Age:** Not more than 30 years as on 01.01.2024.

2. Remuneration will be paid @ Rs. 35000/- per month.

3. Interested and eligible candidates may submit their application to the undersigned in the enclosed proforma within a period of 15 days of publication of this advertisement in Newspaper on the following address-

The Under Secretary,  
Admn.I Section,  
Legislative Department,  
Ministry of Law and Justice,  
Room No.412, "A" Wing,  
Shastri Bhawan,  
New Delhi-110001.  
Tel: 23385023

  
(Bhoopendra Singh Bisht)  
Under Secretary to the Govt. of India  
Tel:-23385023

**Proforma**

**Application for engagement of Consultants in Printing Sections**

**in the Legislative Department, Ministry of Law and Justice on contract basis**

1.	Name in full (in Block letters)					Paste a passport size photograph here
2.	Father/Mother Name					
3.	Date of birth and age as on 01.01.2024					
4.	i) Address for Correspondence					
	ii) Permanent address					
5.	Educational qualifications	Course Name	Institute and/ or University Name	Date of passing	Percentage/ CGPA	
6.	Experience	Organization	Duties performed	From	To	
7.	Telephone Number					
8.	E-mail address					
9.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if required.					

(Supporting documents may be enclosed alongwith application)

I hereby declare that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Place :

Date :

Signature