

Indian Law Institute Building,
BhagwanDass Road,
New Delhi
Dated: 20th March, 2025

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) by deputation/absorption failing which by direct recruitment

Five (05) posts of Personnel Assistant (Stenographer) [Group 'B' (Non-Gazetted, non-ministerial)] in Level 7 pay matrix of 7th CPC pay scale of Rs. 44900-142400, (pre-revised 9300-34800 Plus 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 (revised scale of pay of Rs. 35400-112400 Level 6 Pay Matrix of Seventh Pay Commission (Pre revised 9300-34800 Plus Grade Pay Rs. 4200)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.

Note 1. Qualification(s) are relaxable at the discretion of the Union Public Service Commission in case of Candidates otherwise well qualified.

Note 2. The qualifications regarding experience is (are) relaxable at the discretion of the Union Public Service Commission in the case of candidate belonging to the Scheduled Castes or the Scheduled Tribes if at any stage selection the Union Public service Commission is of the opinion that sufficient number of candidates from these communities possessing requisite experience are not likely to be available to fill up the vacancies reserved for them.

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 (Deputation/absorption failing which by direct recruitment:

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

(a) (i) Upper Division Clerk of Central Secretariat Clerical Service in the pay scale 25500-81100, Level 4 Pay Matrix of Seventh Pay Commission (pre-revised Rs. 5200-20200 plus grade pay of Rs. 2400/-) 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.

(B) Officers under the Central Government

(a) (i) holding analogous post on 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 the scale Rs. 29200-92300, Level 5 Pay Matrix of Seventh Pay Commission (Pre revised 5200-20200 Plus Grade Pay 2800 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 pay Scale Rs. 25500-81100, Level 4 Pay Matrix of Seventh Pay Commission (Pre revised 5200-20200 Plus Grade Pay Rs. 2400/- 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.

Note 1.- For the purpose of appointment on deputation basis, or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Note 2. 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 application.

2. 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 5th January, 1994, as amended from time to time.

3. 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 60 days from the date of publication of the advertisement for aforesaid vacancies in the Employment News and other Newspapers published Pan India. The candidates selected for the post will not be allowed to withdraw their names later on.

Encl.: - As above.



(Uttam Prakash)
Director

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: