

F.No.LD-12/2/2025-Under Secretary (Admin II) [3022030]
Government of India
Ministry of Law and Justice
Legislative Department

Legislative Department proposes to engage five Office Assistant purely on contract basis initially for a period of one year which can be further extended for two more years, one at a time, subject to satisfactory performance. The educational qualifications, experience and age limit required for the position are as under: -

Essential:

Graduate in any discipline from a recognized University or Institution. Preference will be given to: -

- a. B.Tech/BCA; or
- b. Having one year diploma in Computer Applications; or
- c. DOEACC-A level from a recognized institute.

Experience:

Two-year experience in scanning work/administration/Record keeping or maintenance.

Desirable:

Good Knowledge of MS Office Software like MS Word, Excel, Power point etc.

Age:

Above 21 years and not more than 40 years as on closing date of the application.

2. Remuneration will be paid @ Rs. 35000/- per month in the first year and there will be a subsequent increase of 10% in subsequent year(s).

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 through email **only** at **prashant.bhardwaj78@gov.in**.

(Rakhi Biswas)
Under Secretary to the Govt. of India
Tele 011-23074187

Proforma

Application for engagement of Office Assistant

in the Legislative Department, Ministry of Law and Justice purely 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 closing date of application					
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 along with 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