F. No. A.35021/1/2025-Admn. I(LD)
Government of India
Ministry of Law & Justice
Legislative Department
****

Shastri Bhawan, New Delhi
Dated the 5th May, 2025.

VACANCY CIRCULAR

Subject: Filling up of 1(one) vacancy of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice on Deputation/Absorption basis.

It is proposed to fill up one vacancy of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice in Level 7 (Rs.44900-142400/-) in Pay Matrix on Deputation/Absorption basis. The post belongs to General Central Service, Group "B" (Non-Gazetted, Non-Ministerial).

2. The eligibility criteria for the posts are as under :-

Officials of the Central Government or State Governments or Union Territories :-

(A)(i) holding analogous posts on a regular basis in parent cadre or Department; or

(ii) with five years' regular service in post in Level 6 (Rs.35400-112400/-) in the Pay Matrix or equivalent in the parent cadre or Department; and

(B) Possessing following educational qualifications and experience prescribed :-

(i) Bachelor's Degree in Law of a recognised University established or incorporated by or under a Central Act or Provincial Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government; and

(ii) Two year experience in legal matters in Central or State Government or Public Sector Undertakings or listed Private Sector Organisations.

Note 1: The Officials of the Central and State Governments shall only be considered for absorption.

Note 2: The period of deputation (Including Short Term Contract) including the period of deputation (ISTC) 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 3 (three years). The maximum age limit for appointment by deputation shall not exceed 56 (fifty six) years as on the closing date of receipt of applications.

3. The pay and other terms and conditions of the official selected will be governed by the instructions/orders of the Government of India, on the subject and as amended from time to time.

Contd...

4. The application of the interested and eligible officials, whose services can be spared immediately on selection, may please be forwarded in the prescribed proforma (Annexure-I), to Shri Bhoopendra Singh Bisht, Under Secretary (Admn.), Legislative Department, Room No. 412, A-Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi-110001 along with attested photocopies of APARs of last five years, Integrity Certificate, Vigilance Clearance Certificate and Statement showing major/minor penalties, if any, imposed on the candidate during the last ten years. The applications should reach the undersigned within 60 days from the date of publication of the vacancy circular in the Employment News.

5. The applications received after the last date of receiving of the applications or incomplete in any respect will not be entertained.

Encl:- As above.

BSBisht 5/5/25

(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel.: 011-23385023.

To

1. All Ministries/Departments of the Government of India.
2. The Chief Secretaries of all State Governments and UTs.
3. 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.
4. Director (Official Languages Wing) / Director (Vidhi Sahitya Prakashan) [for giving wide publicity].
5. The Editor, Employment News, VII Floor, Soochna Bhavan, C.G.O Complex, Lodhi Road, New Delhi-110003.
   [It is requested that the vacancy may kindly be published in the Employment News in the forthcoming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of US (Admn.), Legislative Department immediately.]
6. OL Section for Hindi version.

Annexure -I

APPLICATION FOR THE POST OF ASSISTANT (LEGAL) 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**)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	**Qualifications/ experience possessed by the officer**
Essential	**Essential**
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	**Desirable**
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the Recruitment Rules by the Administrative Ministry/ Department/ Office at the time of issue of Circular and Issue of Advertisement in the Employment News. 5.2 In the case of Under Graduate and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.	

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.

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 candidate 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 Certificate and Integrity Certificate.	
9.2 NOTE :- Information under Columns 9(c) and 9(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.	
11.**Additional details about present employment:** 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.	
16.A Additional information, if any, relevant to the post candidate applied for in support of his/her 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).	
16.B. Achievements: 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 candidate 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/APARs 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/APARs 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

_____

(Employer/ Forwarding Authority with Seal