

No. A-12026/2/2025-Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing

Shastri Bhawna, New Delhi
Dated 28th October 2025

To

The Chief Secretary to the
Government of _____

Subject: - Recruitment to the post of Assistant (Technical) (Hindi Branch) by deputation/absorption in the Official Languages Wing, Legislative Department, Ministry of Law and Justice.

Sir,

I am directed to state that three vacancies of Assistant (Technical) (Hindi Branch) in the Official Languages Wing, Legislative Department, Ministry of Law and Justice is required to be filled by deputation/absorption basis. The post of Assistant (Technical) (Hindi Branch) belongs to General Central Service, Group 'B' (Non-Gazetted) (Non-Ministerial) in level-6 (Rs. 35400-112400) in the pay matrix. Deputation/absorption to the said post is to be made from officers of the Central Government or State Government or Union territory Administration or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi-Government or Autonomous Bodies or Statutory Organisation:-

- (a) (i) holding analogous posts on regular basis in parent cadre or Department; or
- (ii) with six years regular service in post in level 5 in the pay matrix Rs. 29200-92300 [Pre-revised pay band-1 Rs. 5200-20200 with grade pay of Rs. 2800] or equivalent in the parent cadre or Department; or
- (iii) with ten years regular service in posts in level 4 in the pay matrix Rs. 25500-81100 [Pre-revised pay band-I, Rs. 5200-20200 with grade pay of Rs. 2400] or equivalent in the parent cadre or Department; and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits as set out in Annexure-I

Note 1: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016 or the date from which the revised pay structure based on the recommendations of Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common level in the pay matrix or pay scale, and where this benefit will extend only for the post(s) for which that level in the pay matrix or pay scale is the normal replacement of the grade without any upgradation.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this



appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

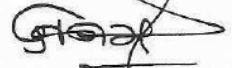
Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. I am request that the applications in the prescribed form (Annexure-II) of suitable officers who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent to this Department.

3. The applications of the willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 45 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalties have been imposed on the officers in the past ten years may also be enclosed separately.

Encl.: As above.

Yours sincerely,



(P.C. Meena)

Director (Admn.)

Tele. 23388007

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Copy to: -

1. All Ministries/Departments of the Government of India. {for giving wide publicity}.
2. Deputy Secretary (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
4. The Department of Personnel & Training with a request to upload the said vacancy circular on their website for the sake of vide publicity.

Essential

- (i) Bachelor degree from a recognised University or Institution in any subject with Hindi and English as compulsory or optional subject, or either of the two as medium examination and other optional or compulsory subject.
- (ii) Degree in Law from recognised University established or incorporated, by or under a Central Act; 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;
- (iii) Two years experience in legal matters, or translation of legal matters or teaching of law or legal administration in Central Government or State Government or Union Territory Administration or Public Sector Undertaking or Universities or Public Sector Banks; or
- (iv) Should be a qualified legal practitioner who has practiced a such for two years; or
- (v) Should have two years experience of drafting of statutes in the Central Government or State Government/territories.
- (vi) Passed high school with Hindi as medium of Examination from a recognised Board.

Note 1 Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.

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



CURRICULUM VITAE PROFORMA

1. Name and Address
(In Block Letters)
2. Date of Birth
(in Christian era)
3. 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	Qualifications/Experience possessed by the officer
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Essential

- 1)
- 2)
- 3)

Desired

- 1)
- 2)

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.
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

From

To

Scale of Pay and Basic Pay

Nature of duties (in detail)

8. Nature of present employment i.e. Ad-hoc of 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 you belong.
10. Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column)
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organisation
 - d) Government Undertaking
 - e) Universities
 - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above

prescribed in the Vacancy Circular/
Advertisement)

(Note: Enclose a separate sheet, if
the space is insufficient).

15. Please state whether you 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).
16. Whether belongs to SC/ST
17. Remarks: (The candidates may
indicate information with regard to (i)
Research publications and reports
and special projects (ii) Awards /
Scholarship /Official Appreciation (iii)
Affiliation with the professional
bodies/ institutions/ societies and
(iv)any other information

(Note: Enclose a separate sheet if
the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware
that the Curriculum Vitae duly supported by documents submitted by me will also be assessed
by the Selection Committee at the time of selection for the post.

Signature of the Candidates

Date_____

Address_____

Certified that the particulars furnished by the officer are correct. In the event of selection,
services of the officer will be spared immediately.

Countersigned

Head of Department/Competent Authority