

No.A-12024/1/2010-Admn.I (LD)

Government of India  
Ministry of Law & Justice  
Legislative Department

Shastri Bhawan, New Delhi  
Dated the 30<sup>th</sup> September, 2016

To

The Chief Secretary to the  
Government of\_-----

Subject:- Recruitment to the post of Upper Division Clerk in the Official Languages Wing, Legislative Department, Ministry of Law and Justice on deputation basis.

Sir,

I am directed to circulate the vacancy of Upper Division Clerk in the Official Languages Wing, Legislative Department, Ministry of Law & Justice required to be filled up immediately on deputation basis. The post belongs to General Central Service, Group 'C' (Non-Gazetted, Non-Ministerial) and carries Level-4 in the Pay Matrix of Seventh Central Pay Commission (Pre-revised Pay Band PB-1 of Rs.5200-20,200 plus grade Pay of Rs.2400/-). The appointment to the post is to be made by deputation of officers of the Central Government:-

(i) holding analogous posts on regular basis; or

(ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.

**Note1:** The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion,

**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 organisation or Department of the Central Government shall ordinarily not exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

**Note 4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an Officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said Pay Commission except where there has been merge 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.

2. I am to request that the applications in the prescribed form (Annexure-A) 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 willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 60 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalty has been imposed on the officers in the past ten years may also be enclosed separately.

Yours faithfully,

(B.M. Sharma)  
Deputy Secretary to the Government of India  
Ph.No.:- 23389014.

Copy to:-

1. All Ministries/Departments of the Government of India.{for giving wide publicity}.
2. US (Official Languages Wing) / DS(Vidhi Sahitya Prakashan) [for giving wide publicity].
3. Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi.  
[ It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue **and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News.** 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 Deputy Secretary (Admn.), Legislative Department immediately.]
4. In charge, NIC-Cell, M/o Law & Justice with the request to upload the aforesaid circular on the website of this Ministry by way of giving a link “vacancy circular” on the Home page.
5. The Department of Personnel & Training with a request to upload the said vacancy circular on their website.

(R.K. Sharma)  
Section Officer (Admn.)

**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
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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 \_\_\_\_\_

\_\_\_\_\_  
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