

F.No.A-18012/1/2011-Admn.I (LD)
Government of India
Ministry of Law and Justice
Legislative Department

411, 'A' Wing, 4th Floor,
Shastri Bhawan, New Delhi
Dated the 03rd May, 2018.

CIRCULAR

Legislative Department, Ministry of Law and Justice is proposing to amend the Recruitment Rules for the posts of Personal Assistant (Hindi) Personal Assistant (Regional Languages) in the Department.

2. Accordingly, a proposed revised Draft of Recruitment Rules for the post of Personal Assistant (Hindi) and Personal Assistant (Regional Languages) are placed on the website, in pursuance of Department of Personnel and Training's Instruction, for information/comments of all concerned stakeholders.

3. The Comments/views, if any, on provisions contained in Draft RRs may kindly be furnished to the undersigned within 30 days from the date of issue of this circular failing which it shall be presumed that the concerned stakeholders have no objection in the provisions proposed in revised version.

(B.M. Sharma)
Deputy Secretary to the Govt. of India
Ph. 23889014

To

All stakeholders

Copy to :

NIC Cell- with the request to upload the circular along with enclosures on the website of the Department.

Annexure III

1. Name of the Post:- Personal Assistant (Regional Languages)
2. Name of the Ministry/Department:- Legislative Department, Ministry of Law and Justice
3. Reference number in which Commission's advice on recruitment rules was conveyed:- F.
No. 3/13(6)/2014-RR dated 15th September, 2014.
4. Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced):- G.S.R. 96 dated 26th May, 2014.

Column no. of the recruitment rules	Existing provisions	Proposed Provisions	Reasons
Col. No. 1 Name of post	Personal Assistant (Regional Languages)	Personal Assistant (Regional Languages)	No change
Col. No.2 No. of posts	11*(2015) *subject to variation dependent on workload	16*(2018) *subject to variation dependent on workload	Due to creation of 07 new posts
Col. No.3 Classification	General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.	General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.	No change
Col. No. 4 Level in the pay matrix or pay scale	Level 6 in the pay matrix Rs.35400-112400	Level 7 in the Pay Matrix Rs.44900-142400	The level in pay matrix is proposed to be changed due to implementation of CAT Order dated 20.12.2013 in OA No. 2726/2011 and 917/2011. The grade pay of the incumbents has been upgraded in sixth CPC
Col. No. 5 Whether selection post or non-selection post	Not Applicable	Not Applicable	No change
Col. No. 6 Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government.) Note 1 : The crucial date for determining the age limit shall be the closing date for receipt of applications (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). Note 2 : The crucial date for determining the age limit shall	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government.) Note 1 : The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	As prescribed by DoP&T

	be as advertised by the Staff Selection Commission.		
Col. No. 7 Educational and other qualifications required for direct recruits	<p>Essential : (i) 12th class passed from a recognised Board or 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;</p> <p>(ii) Dictation for 10 minutes at the rate of 100 words per minute;</p> <p>(iii) Transcription of the dictation in 55 minutes (Regional Languages) preferably on computer.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Competent Authority or Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note 2. The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority or Staff Selection Commission the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Competent Authority or 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.</p> <p>Desirable: Knowledge of English typing at the speed of 35 words per minute.</p>	<p>Essential: (i) 12th class passed from a recognised Board or 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;</p> <p>(ii) Dictation for 10 minutes at the rate of 100 words per minute;</p> <p>(iii) Transcription of the dictation in 55 minutes (Regional Languages) preferably on computer.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Competent Authority or Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note2. The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority or Staff Selection Commission the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Competent Authority or 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.</p> <p>Desirable: Knowledge of English typing at the speed of 35 words per minute.</p>	No change

Col. No. 8 Whether age and EQ prescribed for DRs will apply to promotees	Not applicable	Not applicable	No change
Col. No. 9 Period of probation, if any	Two years	Two years	No change
Col. No. 10 Method of recruitment	By direct recruitment Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government,- (a) (i) holding analogous posts on regular basis in the parent cadre of Department; or (ii) with six years regular service in the grade in pay band of Rs.5200-20200 with grade pay of Rs.2800 or equivalent; or (iii) with ten years regular service in the grade in pay band of Rs.5200-20200 with grade pay of Rs. 2400 or equivalent; and (b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).	By direct recruitment Note- Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government,- (a) holding analogous posts on regular basis in the parent cadre of Department; or (b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).	As prescribed by DoP&T
Col. No. 11 In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption is to be made	Not applicable	Not applicable	No change
Col. No. 12 If DPC exists, what is its composition.	Group B Departmental Promotion Committee (for considering promotion) consisting of:- 1. Joint Secretary and Legislative Counsel- Chairman Counsel, Legislative Department Ministry of Law and Justice, 2. Joint Secretary and Legislative Counsel- Member Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice 3. Deputy Secretary (Administration), - Member	Group Departmental Confirmation Committee (for considering confirmation) consisting of- 1. Joint Secretary and Legislative Counsel, Legislative Department, Ministry of Law and Justice 2. Joint Secretary and Legislative Counsel,	As prescribed by DoP&T

	Legislative Department, Ministry of Law and Justice	Official Languages Wing, Legislative Department, Ministry of Law and Justice 3. Deputy Secretary (Administration), Legislative Department, Ministry of Law and Justice	
Col. No. 13 circumstance in which UPSC is to be consulted in making recruitments	Consultation with Union Public Service Commission not necessary.	Consultation with Union Public Service Commission not necessary.	No change

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART – II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA
MINISTRY OF LAW AND JUSTICE
(LEGISLATIVE DEPARTMENT)

Notification

New Delhi, dated the _____, 2018

G.S.R.....– In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Law and Justice, Legislative Department, Official Languages Wing, Personal Assistant (Regional Languages), Group ‘B’ post recruitment Rules, 2015, the President hereby makes the following rules regulating the method of recruitment to the post of Personal Assistant (Regional Languages), in the Ministry of Law and Justice, Legislative Department, Official Languages Wing, namely:-

1. Short title and commencement.- (1) These rules may be called the Ministry of Law and Justice, Legislative Department, Official Languages Wing, Personal Assistant (Regional Languages), Group ‘B’ post Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, level in the pay matrix or pay scale.– The number of the said post, its classification, level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method or recruitment, age limit, qualifications, etc.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification.- No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt nay person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)

Personal Assistant (Regional Languages)	16*(2018) *subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level 7 in the Pay Matrix Rs.44900-142400	Not Applicable	Not exceeding 30 years. (Relaxable for Government servants upto five years in accordance with the instructions orders issued by the Central Government.) Note 1 : The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.
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Educational and other qualifications required for direct recruits	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
<p>Essential: (i) 12th class passed from a recognised Board or 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;</p> <p>(ii) Dictation for 10 minutes at the rate of 100 words per minute; (iii) Transcription of the dictation in 55 minutes (Regional Languages) preferably on computer.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Competent Authority or Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note2. The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority or Staff Selection Commission the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Competent Authority or 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.</p> <p>Desirable: Knowledge of English typing at the speed of 35 words per minute.</p>	Not applicable	Two years	<p>By direct recruitment</p> <p>Note- Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Government,-</p> <p>(a) holding analogous posts on regular basis in the parent cadre of Department; or</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).</p>

In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
Not applicable	<p>Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of-</p> <ol style="list-style-type: none"> 1. Joint Secretary and Legislative Counsel, Legislative Department, Ministry of Law and Justice- Chairman 2. Joint Secretary and Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice- Member 3. Deputy Secretary (Administration), Legislative Department, Ministry of Law and Justice- Member 	Consultation with Union Public Service Commission not necessary.

[F. No. A-12018/1/2009-Admn.I(LD)]

(B.M. Sharma)
Deputy Secretary

Annexure III

1. Name of the Post:- Personal Assistant (Hindi)
2. Name of the Ministry/Department:- Legislative Department, Ministry of Law and Justice
3. Reference number in which Commission's advice on recruitment rules was conveyed:- F.
No. 3/13(4)/2014-RR dated 05th September, 2014.
4. Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced):- G.S.R. 101 dated 02nd June, 2015.

Column no. of the recruitment rules	Existing provisions	Proposed Provisions	Reasons
Col. No. 1 Name of the post	Personal Assistant (Hindi)	Personal Assistant (Hindi)	No change
Col. No.2 No. of posts	06*(2018) *subject to variation dependent on workload	06*(2018) *subject to variation dependent on workload	No change
Col. No.3 Classification	General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.	General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.	No change
Col. No. 4 Level in the pay matrix or pay scale	Level 6 in the pay matrix Rs.35400-112400	Level 7 in the Pay Matrix Rs.44900-142400	The level in pay matrix is proposed to be changed due to implementation of CAT Order dated 20.12.2013 in OA No. 2726/2011 and 917/2011. The grade pay of the incumbents has been upgraded in sixth CPC
Col. No. 5 Whether selection post or non-selection post	Not Applicable	Not Applicable	No change
Col. No. 6 Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government). Note 1 : The crucial date for determining the age limit shall be the closing date for receipt of applications and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar	Not exceeding 30 years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government)	As prescribed by DoP&T

	Islands or Lakshdweep). Note 2: The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.		
Col. No. 7 Educational and other qualifications required for direct recuts	Essential: (i) 12th class passed from a recognised Board or 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. (ii) Dictation: 10 minutes at the rate of 100 words per minute. Transcription: 55 minutes. (Hindi) on computer. 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 .	Essential: (i) 12th class passed from a recognised Board or 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. (ii) Dictation: 10 minutes at the rate of 100 words per minute. Transcription: 55 minutes. (Hindi) on computer. 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 .	No change
Col. No. 8 Whether age and EQ prescribed for DRs will apply to promotees	Not applicable	Not applicable	No change
Col. No. 9 Period of probation, if any	Two years	Two years	No change
Col. No. 10 Method of recruitment	by direct recruitment. Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other	By direct recruitment	As prescribed by DoP&T

	<p>circumstances for duration of one year or more may be filled on deputation basis from officers of the Central Government.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with six years regular service in the grade in pay band -I, Rs.5200-20200 with grade pay of Rs.2800 or equivalent; or (iii) with ten years regular service in the grade in pay band-I, Rs.5200- 20200 with grade pay of Rs.2400 or equivalent; and</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).</p>		
Col. No. 11 In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption is to be made	Not applicable	Not applicable	No change
Col. No. 12 If DPC exists, what is its composition.	<p>Group B Departmental Confirmation Committee (for considering Cofirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Secretary and Legislative Counsel, Legislative Department, Ministry of Law and Justice - Chairman; 2. Joint Secretary and Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice - Member; 3. Deputy Secretary (Administration), Legislative Department, Ministry of Law and Justice -Member. 	<p>Group B Departmental Confirmation Committee (for considering Cofirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Joint Secretary and Legislative Counsel, Legislative Department, Ministry of Law and Justice - Chairman; 2. Joint Secretary and Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice - Member; 3. Deputy Secretary (Administration), Legislative Department, Ministry of Law and Justice -Member. 	No change
Col. No. 13 circumstance in which UPSC is to be consulted in making recruitments	Consultation with Union Public Service Commission not necessary.	Consultation with Union Public Service Commission not necessary.	No change

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART – II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA
MINISTRY OF LAW AND JUSTICE
(LEGISLATIVE DEPARTMENT)

Notification

New Delhi, dated the _____, 2018

G.S.R.....– In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Law and Justice, Legislative Department, Official Languages Wing, Private Secretary (Hindi) and Personal Assistant (Hindi), Group ‘B’ posts recruitment Rules, 2015, the President hereby makes the following rules regulating the method of recruitment to the post of Personal Assistant (Hindi), in the Ministry of Law and Justice, Legislative Department, Official Languages Wing, namely:-

1. Short title and commencement.- (1) These rules may be called the Ministry of Law and Justice, Legislative Department, Official Languages Wing, Personal Assistant (Hindi), Group ‘B’ post Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, level in the pay matrix or pay scale.– The number of the said post, its classification, level in the pay matrix or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method or recruitment, age limit, qualifications, etc.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification	Level in the Pay Matrix/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)

Personal Assistant (Hindi)	06*(2018) *subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level 7 in the Pay Matrix Rs.44900-142400	Not Applicable	Not exceeding 30 years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government)
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Educational and other qualifications required for direct recruits	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, Whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
<p>Essential: (i) 12th class passed from a recognised Board or 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.</p> <p>(ii) Dictation: 10 minutes at the rate of 100 words per minute. Transcription: 55 minutes. (Hindi) on computer.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>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 .</p>	Not applicable	Two years	By direct recruitment

In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption is to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
Not applicable	<p>Group B Departmental Confirmation Committee (for considering Confirmation) consisting of:-</p> <p>1. Joint Secretary and Legislative Counsel, Legislative Department,</p>	Consultation with Union Public Service Commission not necessary.

	Ministry of Law and Justice - Chairman; 2. Joint Secretary and Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice - Member; 3. Deputy Secretary (Administration), Legislative Department, Ministry of Law and Justice -Member.	
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[F. No. A-12018/1/2009-Admn.I(LD)]

(B.M. Sharma)
Deputy Secretary