

F. No. A-12023/1/2011-Admn.I(LD)

Government of India
Ministry of Law & Justice
Legislative Department

Room No. 412, A-Wing, Shastri Bahawan,
Dr. Rajender Prasad Road, New Delhi-110001
Dated the 23rd March, 2017.

To

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

Subject:- Appointment to the post of Personal Assistant (Regional Language- Urdu) by direct recruitment in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

Sir,

I am directed to forward herewith a requisition for direct recruitment to the post of Personal Assistant (Regional Languages- Urdu) in the Official Languages Wing of this Department. The post is a Group 'B' Non-Gazetted (Ministerial) Post (excluded from Central Secretariat Stenographer Service) and belongs to the General Central Service in Level-6 of Rs.35400-112400 in the Pay Matrix of Seventh Central Pay Commission (Pre-revised Pay Band-2 of Rs. 9300-34800/- plus Grade Pay of Rs.4200/-). The post is reserved for the ST category. The essential qualifications and other conditions for appointment to the said post are as per Annexure-I (enclosed). The proforma of the application is enclosed as Annexure-II.

2. It is, requested that the names of the suitable candidates possessing the requisite qualifications may please be forwarded to this Department at the earliest and latest by 60 days from the date of publication of this vacancy in the Employment News.

Yours faithfully,

(B.M. Sharma)

Deputy Secretary to the Government of India.
Ph. No. :- 011-23389014.

Copy to:-

1. Shri Ayanedi Venkatappaiah, Editor, Employment News (Publication Division), 7th Floor, Sookna Bhawan, Lodhi Road, New Delhi-110003. (It is requested to publish the above mentioned vacancy circular in the Employment News in the forth-coming issue as well as on the website of the Employment News. A copy of the advertisement may be sent to this Department immediately.)
2. 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.

(R.K. Sharma)

Section Officer
Ph. No.:- 011-23385023.

Application for the post of Personal Assistant (Regional Languages- Urdu)

1.	Name of the applicant	
2.	Father's name	
3.	Post for which to be considered	
4.	Date of birth	
5.	Category	
6.	Educational and other qualifications possessed by the applicant	
7.	Address of correspondence	
8.	Permanent address	
9.	Present post held on regular basis under the Central/State Government with Pay Band+ Grade Pay (If any)	
10.	Date of appointment to the present grade	
11.	speed in taking Dictation and typing in Urdu language (w.p.m.)	
11.	Experience	
12.	Remarks	

Place:-

Date:-

Signature of the Candidate

Note:-

Candidates who are in Government service may forward their application through proper channel.