

F. No. A.12026/9/95-Admn. I(LD)
Government of India
Ministry of Law & Justice
Legislative Department

New Delhi, the 03rd April, 2017.

OFFICE MEMORANDUM

Subject :- Filling up one post of Documentation Assistant in the Legislative Department, Ministry of Law & Justice on deputation basis.

The undersigned is directed to state that one post of Documentation Assistant in Legislative Department, Ministry of Law & Justice is vacant and required to be filled on deputation basis. The post belongs to General Central Service, Group "C" (Non-gazetted) and carries Level 5 in the Pay Matrix Rs.29200-92300 of the Central Pay Commission [Pre-revised PB-1 of Rs. 5200-20200 plus Grade Pay of Rs.2800/-]. The appointment to the post is proposed to be made by deputation for a period of three years.

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

- (i) Persons holding analogous or equivalent post or posts in Level 4 in the pay matrix Rs. 25500-81100 of 7th Central Pay Commission [Pre-revised PB-1 of Rs.5200-20200 plus Grade Pay of Rs.2400/-] in the Central Government and having minimum experience of 2 years in dealing with matters relating to the Parliament work and/or documents of legal nature.

Note:- The period of deputation including the period of deputation 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 exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

3. The deputation duty allowance and other terms and conditions will be regulated by instructions contained in the Department of Personnel and Training 's O.M. No. 1/12/87-Estt (Pay) II dated the 29th April, 1988 as amended from time to time.

4. It is requested that applications from suitable Officials in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together with their up-to-date CR dossiers and vigilance clearance within 60 days from the date of publication of this vacancy circular in the Employment News.

Encl:- As above.

(B.M. Sharma)
Deputy Secretary to the Govt. of India
Ph. No. :- 011-23389014.

To

1. All Ministries/Departments of the Government of India.
2. VSP/ OL Wing/Notice Board.
3. Shri Ayanedi Venkatappaiah, Editor, Employment News (Publication Division), 7th Floor, Soochna Bhawan, Lodhi Road, New Delhi-110003.

[It is requested that the vacancy may kindly be published in the Employment News in the forthcoming 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 the address of Deputy Secretary (Admn.) at an early

date. The bill for payment may also be sent to this Department at the address of Deputy Secretary immediately.]

4. 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.
5. OL Section for Hindi version.

PROFORMA FOR APPLICATION FOR THE POST OF DOCUMENTATION ASSISTANT

1.	Name of the Officer/Official	:	
2.	Post for which to be considered	:	
3.	(a) Date of Birth (b) Date of retirement	:	
4.	Educational and other qualifications possessed by the Officer	:	
5.	Whether fulfils the essential qualifications and experience prescribed for the post under the recruitment rules	:	
6.	Present Address	:	
7.	Present post held on regular basis under the Central Government (with Pay Band + Grade Pay/Level in the Pay Matrix)	:	
8.	Date of appointment to the present grade	:	
9.	Permanent post held under the Central/ State Government and scale of pay.	:	
10.	If belongs to schedule Caste/ Scheduled Tribe/OBC	:	
11.	Brief particulars of service with nature of duties-performed	:	
12.	Remarks	:	

Place:
Date:

Signature of the Candidate.

Counter signed by the Competent Authority