

F. No. A. 35012/1/2014- Admn.I (LD)  
Government of India  
Ministry of Law & Justice  
Legislative Department  
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New Delhi, dated 17<sup>th</sup> September, 2015.

To,  
The Chief Secretary to the  
Government\_\_\_\_\_

Subject:- Filling up one post of Personal Assistant (Hindi) in the Official Languages Wing, Legislative Department by deputation basis.

Sir,

I am directed to circulate a vacancy in the grade of Personal Assistant (Hindi) in the Official Languages Wing, Legislative Department, Ministry of Law & Justice. The vacancy is required to be filled up on deputation basis. The post belongs to General Central Service (Group 'B' Non-Gazetted, Non-Ministerial post in the Pay band of Rs.9300-34800/- with Grade Pay of Rs. 4600/- . In addition, the incumbent will also be entitled to get D.A., C.C.A. and H.R.A. as per Central Government rules and instructions in this regard.

2. The period of deputation shall ordinarily not exceed three years. The following is the eligibility criteria for being considered for the said post on deputation basis: -

(a) (i) Central Government servants 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 plus Grade pay of Rs.2800/- or equivalent;

or

(iii) With ten years' regular service in the grade in Pay Band 1 of Rs.5200- 20200 plus Grade Pay of Rs.2400/- or equivalent;

and

(b) possessing the educational qualifications and experience prescribed as under:-

(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.

3. Applications are invited from suitable officials in the prescribed proforma (Annexure-I) who are eligible and whose services can be spared. Applications of such officials alongwith their Vigilance clearance, Cadre clearance statement of major/minor penalties and up-to-date C.R. Dossiers of the last five years may be forwarded to the undersigned within 60 days from the date of publication of the Vacancy Circular in the Employment News. Applications received after that date and /or without up-to-date C.R. Dossiers will not be considered.

Encl:- As above.

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

To

- (I) All Ministries/Departments of the Government of India.
- (II) DS, Official Languages Wing, Legislative Department. [for wide publicity]
- (III) US, Vidhi Sahitya Prakashan.[for wide publicity]
- (IV) 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. 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 immediately.]
- (V) 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  
Tele. No.-011-23385023

**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)
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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 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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned

\_\_\_\_\_

\_\_\_\_\_

(Employer with seal)