

**No. A-35011/1/2021-Admn.  
Government of India  
Ministry of Law and Justice  
Legislative Department  
Official Languages Wing**

**Shastri Bhawan, New Delhi  
Dated 12<sup>th</sup> October, 2021.**

To,

The Secretary of all Ministries/ Departments of Government of India  
(As per standard list)

Subject:- Filling up of one post of Superintendent (Printing) (Hindi Branch) in the Official Languages Wing, Legislative Department, Ministry of Law and Justice on deputation basis.

Sir/ Madam,

I am directed to say that the Official Languages Wing, Legislative Department, Ministry of Law and Justice proposes to fill up one post of Superintendent (Printing) (Hindi Branch) on deputation basis. The eligibility conditions, qualifications and experience required for the above mentioned post and other details are given in (Annexure-I).

2. Appointment to the post on deputation will be initially for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay.II) dated 17<sup>th</sup> June, 2010 as amended from time to time.
3. It is requested that applications along with all necessary documents of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri Rakesh Kumar, Deputy Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law and Justice, Room No. 727, 'A' Wing, 7<sup>th</sup> floor, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within a period of 60 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.
4. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data in proforma given in (Annexure-II) (ii) Cadre Clearance Certificate.
6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

**Continued....**

7. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct, and that no disciplinary/ vigilance proceedings are either pending or contemplated against the applicant and that no major/minor penalties have been imposed on the officer during the last ten years. The forwarding authorities should enclose the up-to-date Confidential Report Dossiers of the applicant for the last five years. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of their duties.

8. This circular with all enclosures is available on the website of the Department i.e. <http://legislative.gov.in/documents/recruitment>. This may please be given wide circulation in the various units of your organization.

**Encl:- As above.**

Yours faithfully,

(Rakesh Kumar)  
Deputy Legislative Counsel  
Tel.: 23386923.

**Copy to:-**

1. Under Secretary (Admn.I) Legislative Department/ US (Vidhi Sahitya Prakashan) [for giving wide publicity].
2. Technical Director, NIC, DoP&T, Room No.11/A, North Block, New Delhi with the request to upload the vacancy circular on the DoP&T's website

**(Certificate to be furnished by the Employer/Head of office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified that-

- (i) There is no vigilance or disciplinary case pending/ contemplated against Sh. /Smt.\_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.

Countersigned

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(Employer/ Forwarding Authority with Seal

**APPLICATION FOR THE POST OF SUPERINTENDENT (PRINTING) (HINDI BRANCH) IN OL  
WING, LEGISLATIVE DEPARTMENT**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) 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.)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
<b>A) Qualification</b>	<b>A) Qualification</b>
<b>B) Experience</b>	<b>B) Experience</b>
<b>Desirable</b>	<b>Desirable</b>

<b>A) Qualification</b>	<b>A) Qualification</b>
<b>B) Experience</b>	<b>B) Experience</b>
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and Issue of Advertisement in the employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
<p><b>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential qualifications and work experience of the post.</b></p>	
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>	

**7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

<b>Office/ Institution</b>	<b>Name of the Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>* Level in the Pay matrix/ Pay Band and Grade Pay/ Pay scale of the Post held on regular basis</b>	<b>Nature of duties (in details) highlighting experience required for the post applied for</b>

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**\* Important:** Pay-band and Grade Pay granted under ACP/Macp are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.

Office/ Institution	Pay , Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

<b>8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</b>			
<b>9. In case the present employment is held on deputation/ contract basis, please state-</b>			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the Parent	d) Name of the post and Pay of the

		office/ organization to which the applicant belongs.	post held in substantive capacity in the parent organization.
<p><b>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance. Vigilance Clearance and Integrity certificate.</b></p> <p><b>9.2 Note: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</b></p>			
<p>10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.</p>			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>			
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>			

<p>13. 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.</p>		
<p>14. Total Emoluments per month now drawn</p>		
<p>Basic pay in the PB/ level in the pay matrix</p>	<p>Grade pay/ level in the pay matrix</p>	<p>Total emoluments</p>
<p><b>15.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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 )</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>		
<p><b>15.B Achievements:</b></p> <p>The candidates may indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarship/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and</p> <p>(v) any other information</p>		

(Note: Enclose a separate sheet if the space is insufficient)	
16. 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).	
17. Whether belongs to SC/ST	

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.

Date \_\_\_\_\_

Signature of the Candidates

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Certified that the details provided in the above application by the applicant are true and correct as per the facts available on records. In the event of selection, the applicant will be relieved immediately.

Countersigned

Head of Department/Competent Authority

1.	Name of the post	Superintendent (Printing) (Hindi Branch)
2.	Number of post	01 (One)
3.	Classification of post	General Central Service, Group 'B', Gazetted, Non-Ministerial.
4.	Level in the pay matrix	Level 7 Rs.44900-142400
5.	Duties and responsibilities of the post	Besides general supervision of the Printing Section, arrangements for the Printing of Bills, Ordinances, president Acts, Gazettes, Rules, Regulations, Constitutions, Amendments, Diglots editions, Annual report and other legal documents etc.  Correspondence with Government of Indian Presses, Directorate of Printing/Publication Division in connection with the printing of the publications of the Department.
6.	Qualifications, experiences and eligibility required for the post	<b>Deputation:</b>  Officers under the Central Government or State Government or Union Territories Administration or Public Sector Undertakings or Semi-Government or Autonomous and Statutory Organizations or Universities or Recognised Research Institutions or Councils-  (a)(i) holding analogous posts; or  (ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in level 6 in the pay matrix or equivalent in the parent cadre or Department; and  (b) possessing the following educational qualifications and experience:  (i) Degree from a recognised University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher

		<p>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) Three years' experience of proof reading of Bills, Acts and Ordinances in a Central or State/Union Territory Administration Press;</p> <p>(iii) Passed High School or any other higher examination 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 through Hindi medium or had offered Hindi as a subject in High School or any higher examination 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><b>Desirable :</b></p> <p>(i) Diploma in Printing technology from a recognised 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) Bachelor's Degree in Law (LLB) from a recognised 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>
7.	Age	Not exceeding 56 years as on the closing date of receipt of applications.