

F.No. A-32017/2/98-Admn.II(LD)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated the 27th September, 2021

VACANCY CIRCULAR

Subject:- Filling up of one post of Clerk (Group-‘C’) in the Departmental Canteen, Legislative Department, Ministry of Law and Justice in the pay scale of Level 2 (Rs.19,900-63,200) in the Pay Matrix (pre-revised PB-1 GP-1900 Rs.5200-20200) on deputation/absorption basis.

It is proposed to fill up one post of Clerk (Group-‘C’) in the Departmental Canteen, Legislative Department, Ministry of Law and Justice in the pay scale of Level 2 (Rs.19,900-63,200) in the Pay Matrix (pre-revised PB-1 GP-1900 Rs.5200-20200) on deputation/absorption basis for a period of three years.

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

- (a) Officers of the Central Government,-
(i) Holding analogous post on regular basis;

OR

- (ii) Tea/coffee maker with six years regular service in the grade;
(iii) Bearer with eight years regular service in the grade;

The Departmental officers who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Government shall ordinarily not exceed three years.

Note 2. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date for receipt of application.

3. The pay and other terms and conditions of the officials selected will be governed by the instruction/order of the Government of India, on the subject and as amended from time to time.

4. Absorption of the applicant will be considered after completion of two years of service satisfactorily.

5. The applications of the interested and eligible officials, whose services can be spared immediately on selection, may be forwarded in the prescribed proforma (Annexure-I) through proper channel to **Smt. Vidya Wati, Under Secretary (Admn.II), Legislative Department, Room No.404, D-Wing, Shastri Bhawan, New Delhi** along with attested photocopies of ACRs of last five years, Integrity Certificate, vigilance clearance and statement showing major/minor penalties, if any, imposed on the candidate during the last ten years. The applications should reach the undersigned within 30 days from the date of publication of the vacancy circular in the Employment News. Application not forwarded through proper channel or incomplete application will be rejected without notice.

Encl. As above.

N.R. Bhattu
(N.R. Bhattu)

Joint Secretary and Legislative Counsel.

To,

1. All Ministries/Departments of the Government of India.
(It is requested that the post may kindly be given wide publicity among their all attached and subordinate offices and the applications, duly completed in all respect, forwarded to this Department before the closing date.)
2. All sections of the department of Legal Affairs and Legislative Department.
3. In-charge, NIC-Cell, M/o. Law and Justice with request to upload the circular on the website of this Department.
4. Admn.I (LD) Section

BIO DATA 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 qualifi-
cation has been treated as equi-
valent in to the one prescribed in
the rules, state the authority
for the same.)

Qualifications/ Experience required	Qualification/ Experience possessed by the Officer
(1)	
(2)	
(3)	

6. Please state early whether in
the light of entries made by you
above you meet the requirement
of the post.
7. Details of Employment in chronolo-
gical order. Enclose a separate sheet
duly authenticated by your signature
if the space below is insufficient:

Office/Instt. ordn.	Post held	From	to	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment,
i.e. ad hoc or 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 -
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organisations
 - (d) Government undertakings
 - (e) Universities

11. Are you in Revised Scale or pay
if yes, give the date from which
the pre-revised scale

12. Total emoluments per month now drawn:

13. Additional information, if any, which
you would like to mention in
support or your suitability
of the post. Enclose separate sheet
if the space is insufficient.

14. Whether belongs to SC/ST

15. Remarks. :

Date

Signature of the Candidate
Address:

Countersigned
(Employer)
(with full office address
and Fax number, if any.)