

No.A-12026/12/2001-Admn.1(LD)  
Government of India  
Ministry of Law and Justice  
Legislative Department

New Delhi, dated the 5<sup>th</sup> July, 2010.

Circular

Subject:- Appointment to the posts of Assistant Legislative Counsel (Regional Languages Branch) in the Legislative Department, Ministry of Law and Justice on ad hoc basis.

It is proposed to fill up the following two short term vacancies in the Regional Languages Branch of the Official Languages Wing of this Department on *ad hoc* basis:-

- i) Assistant Legislative Counsel (Malayalam)
- ii) Assistant Legislative Counsel (Punjabi)

2. The above posts belong to General Central Service Group "A" Gazetted and carries the pay band of Rs.15600-39100 plus Grade Pay of Rs.6600/-. In addition, the incumbent will also be entitled to get other allowances as admissible on the above pay as per rules and instructions on the subject.

3. According to the recruitment rules for the post of Assistant Legislative Counsel (Regional Languages Branch), the following are the essential educational and other qualifications required:-

Officers under the Central Government:-

- (a) (i) Holding analogous posts on regular basis; or
- (ii) with five years service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.9300-34800 plus Grade pay of Rs.5400/- or equivalent; or
- (iii) with seven years' service in the grade rendered after appointment thereto on regular basis in the pay band of Rs.9300-34800 plus Grade pay of Rs.4600 /-or equivalent; and

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

- (i) Bachelor's degree in Law (LLB) from a recognized university or equivalent;
- (ii) Should be a Central Government servant who had experience in legal affairs for seven years; or  
Should be a qualified legal practitioner who has practiced as such for seven years or  
Should have seven years' experience of translation into the language concerned of statutes, statutory rules and orders in Central/State Government;
- (iii) Passed Secondary School Examination or equivalent or any higher Examination from a recognized board/university or equivalent through medium of language concerned (Malayalam/Punjabi, as the case may be) or had offered the languages concerned as a subject in Secondary School Examination or equivalent or any higher examination from a recognized board/university.

4. The suitable officials in the Legislative Department who possess the required qualifications and experiences and are willing to be considered for appointment to the post purely on ad hoc basis may furnish their bio-data in the enclosed prforma to the undersigned at the earliest and latest by 20<sup>th</sup> July, 2010.

  
(M.R. Beerh)  
Deputy Secretary (Administration)

To

All Sections in the Legislative Department. *including OLIN & VSP*

Copy to:-

Incharge, N.I. C. Cell, Legislative Department. It is requested that the above vacancy circular may be put on the web site of Legislative Department along with the Bio-data proforma enclosed.



(Arun Kumar)  
Section Officer

71

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 qualification has been treated as equivalent in to the one prescribed in the rules, state the authority for the same.).

Qualifications/ Experience required		Qualification/ Experience possessed by the Officer
	•	

- Essential (1)  
(2)  
(3)

- Desired (1)  
(2)

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 chronological 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 basis pay	Nature of duties

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 : N.A.  
to which you belong.

10. Additional details about present employment : N.A.  
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 revision took place  
and also indicate the pre-revised scale

12. Total employments per month now drawn :

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

14. Whether belongs to Scheduled Caste/Scheduled Tribe :

15. Remarks :

Date .....

Signature of the Candidate:.....

Address : .....