

New Delhi, the 10th January, 2012.

To:

The Chief Secretary to the
Government of -----

Subject : Appointment to the post of Upper Division Clerk in the Official Languages Wing,
Legislative Department, Ministry of Law & Justice on deputation basis.

Sir,

I am directed to say that one post of Upper Division Clerk in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to be filled up on deputation basis. The post of Upper Division Clerk belongs to General Central Service, Group 'C' (Non-Gazetted) (Ministerial) in the pay band of Rs.5200- 20200/- with Grade Pay of Rs.2400/-. Deputation/ absorption to the said post is to be made from amongst the officials :-

- (i) holding analogous or equivalent posts; or
- (ii) 5 years' regular service in the grade of Lower Division Clerk; or equivalent having 2 years experience in establishment and administration work.

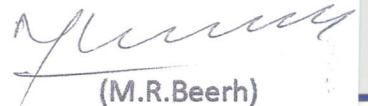
Desirable: -

Ability to type with a speed of 30 words per minute in English.

2. The departmental officers in the feeder category 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.

3. Appointment to the post on deputation will be for a period of three years. It is requested that applications from suitable State Government 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 at an early date and within 60 days from the date of publication of the vacancy in the Employment News.

Yours faithfully,



(M.R. Beerh)

Director (Administration)

Tel.: 23389014.

Copy to: -

1. All Ministries/Departments of the Government of India.
2. DS (Official Languages Wing) / DS (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. Ms. Nalini Rani, 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.]

4. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.



(V.K. Babu)

Section Officer.

Tel. 23385023.

PROFORMA

1.	Name of the Officer	:	
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/ State Government with Pay Band + Grade Pay	:	
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.