

No. A. 12026/4/2010- Admn.I (LD)
Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated the 26th August, 2010.

31st

VACANCY CIRCULAR

Subject: Filling up the one post of Copy Holder in the Legislative Department, Ministry of Law & Justice on deputation/absorption basis.

The undersigned is directed to say that one post of Copy Holder in the Legislative Department, Ministry of Law & Justice is required to be filled up immediately on deputation/absorption basis. The said post belongs to General Central Service, Group 'C' (Non-Gazetted, Ministerial) in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/-. Deputation to the post is to be made from officers of the Central/State Governments: -

- (i) Holding analogous posts on regular basis in the Government of India Press or in a Ministry/Department; **OR**
- (ii) Holding Group 'D' post on regular basis in the Ministry of Law and Justice and having sound knowledge of computer operation; and

Possessing the following educational qualifications and experience:

Essential:-

- (a) Matriculation or equivalent examination from a recognized Board or University;
- (b) Should be able to type at least 30 words per minute in English (Relaxable in case of physically handicapped persons).

Desirable:-

- (a) Experience of English copy holding/proof reading work in Printing Press or a Newspaper Office.
- (b) Knowledge of Hindi.

2. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Contd.....2/-

कार्य किया
दिनांक... 1/11/10
हस्ताक्षर... [Signature]

3. It is requested that applications from suitable and willing officers in the prescribed proforma (enclosed), whose services can be spared, if selected, may be forwarded to this Department along with the attested copies of ACRs for the last five years, vigilance clearance and integrity certificate etc., so as to reach the undersigned within 60 days from the date of its publication in the Employment News. Those who apply for the post will not be allowed to withdraw their names later on.



(M.R. Beerh)

Deputy Secretary to the Government of India.

Tel.: 23389014.

To,

1. All Ministries/Departments of Government of India.
2. Director (Official Languages Wing) / Director (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 forthcoming 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.



(Arun Kumar)

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 under the Central Government with Pay Band + Grade Pay	:	
8.	Date of appointment to the present grade	:	
9.	Details of past services (in chronological order).		
	Name of the post and employer	From To	Whether regular or adhoc
			Scale of Pay
			Nature of duties performed (in brief)
10.	If belongs to schedule Caste/ Scheduled Tribe/OBC	:	
11.	Remarks	:	

Place

Date:

Signature of the Candidate.

Countersigned by the Employer.