

No. A.12026/2/2007 Admn.I(LA)
Government of India
Ministry of Law & Justice
Department of Legal Affairs

4th floor, Shastri Bhavan
New Delhi, the 12th Sept., 2013

OFFICE MEMORANDUM

Subject: - Filling up of two posts of Record Clerk on deputation basis in the Department of Legal Affairs, Ministry of Law & Justice-regarding.

The undersigned is directed to say that the Department of Legal Affairs requires the services of suitable persons for filling up two posts of Record Clerk (a Group C post in Pay Band 1, Rs.5200-20200/- with Grade Pay of Rs. 1900/-) in this Department on **Deputation basis**.

2. The posts are to be filled from amongst the officers of the Central Government;
 - (i) Holding analogous posts on regular basis or with 3 years regular service in PB-1, Rs.5200-20200/- with Grade Pay of Rs.1800/- and;
 - (ii) Should have passed Matriculation or equivalent examination from a recognized Board/University and should possess basic knowledge of Computer and should have good typing speed.
3. The pay and other terms and conditions of appointment of the person selected will be regulated in accordance with the Department of Personnel & Training's OM No.2/29/91-Estt. (Pay.II) dated 05.01.1994 as amended from time to time. Presently, all the vacancies are available at New Delhi. 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 exceeding 3 years.
4. It is requested that particulars of the eligible persons, in the prescribed proforma as in **Annexure** along-with their up-to-date ACR/APAR dossier (wherever applicable) and Vigilance Clearance Certificate showing major/minor penalties, if any, imposed on them, may please be sent to the undersigned within **60 days of issue of this circular**. The applications received late or without the above said requisite documents will not be considered. Once applied, the candidates would not be allowed to withdraw their candidature subsequently.

Encl: - As above.



(Ravindra Kumar)
Deputy Secretary to the Govt. of India
Tel. No. 23384109

ANNEXURE

1. Name :
2. Date of Birth :
3. Educational Qualifications
and special qualification if any, :
4. Present Post held and place of posting :
5. Present Pay Band and Grade Pay :
6. Date of regular appointment :
8. Brief of service particulars :
9. Whether SC/ST/OBC :
10. Date of return from last Deputation
11. Remarks, if any

Place:
Date:

Signature of the applicant

To be filled by the forwarding Authority

The particulars furnished above have been verified and found to be correct.

Date:
Place:

Signature of the forwarding Authority

(Name & Designation)
Office Address & Tel. No.