

F. No. A- A 12026/11/2010-Admn.I (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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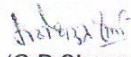
Shastri Bhawan, New Delhi  
Dated 25<sup>th</sup> September, 2011

**VACANCY CIRCULAR**

Subject: Filling up one post of Despatch Rider in Department of Legal Affairs on transfer on deputation/ transfer basis

One post of Despatch Rider [Pay Band-1(Rs.5200-20200) with Grade Pay of Rs. 1900] is proposed to be filled up **by transfer on deputation/transfer, from regular Despatch Rider/Group 'D' employees, from All Ministries of the Central Government** who possess the qualification and experience prescribed for direct recruits(as per Annexure). The Headquarter of the post is in Delhi. However, the post carries the liability to serve any part of India.

2. The candidates who are willing and fulfill the eligibility conditions may submit their applications in the prescribed proforma in Annexure through proper channel to the undersigned latest **by 4<sup>th</sup> November, 2011.**

  
(G.D.Sharma)

Under Secretary to the Government of India

1. All the Ministries of the Central Government with the request to circulate among all regular Despatch Riders/Group'D' employees;
2. All the sections in Main Secretariat of Department of Legal Affairs
3. The In-charge Central Agency Section, Litigation (HC) & CAT Cell/ Litigation (LC), Branch Secretariats, Mumbai/ Kolkata/ Chennai/ Bangalore (02 spare copies each), with the request to circulate among all Group 'D' employees in their respective units;
4. The Section Officer, Admn.II(LA) Section (with 10 spare copies) with the request to circulate among all Group 'D' employees in the Department of Legal Affairs;
5. The Section Officer, Admn-I (LD) (with 10 spare copies) with the request to circulate amongst all Group 'D' employees under their administrative control;
6. The Section Officer, Law Commission (with 10 spare copies) with the request to circulate amongst all Group 'D' employees under their administrative control;
7. Hindi Unit/SSA [NIC Cell]/Admn.I(LA) Section (with 05 spare copies).

  
(V.K.Gupta)  
Section Officer

**ANNEXURE**

1. Name of the post Despatch Rider
2. Eligibility conditions **Essential :**  
(i) Possession of a valid driving licence for a Motor Cycle/Three wheeler;  
(ii) Two years' experience of driving;  
(iii) Knowledge of Mechanism;
- Desirable :**  
(i) 8<sup>th</sup> standard pass;  
(ii) Experience as Home Guards/Civil Defence Volunteers (relaxable in case of SC/ST)
3. Pay Band and Grade Pay PB-1(Rs. 5200-20200) with Grade Pay of Rs.1900/-

**PROFORMA**

1. Name :
2. Date of Birth :
3. Present Post held and place of posting :
4. Present Pay Band and Grade Pay :
5. Educational Qualifications, and special qualification if any, :
6. Date of regular appointment :
7. Experience of driving :
8. Brief of service particulars :
9. Whether SC/ST/OBC :
10. Number and date of issue driving license for a motor cycle/Three wheeler and period of its validity; (Copy of licence has to be attached)

Date.....

Signature of the applicant

Address.....

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Countersigned

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(Employer with Seal)