

Government of India
Ministry of Law and Justice
Department of Legal Affairs

Shastri Bhawan, New Delhi
Dated the 6th February, 2023


VACANCY CIRCULAR

Subject: - Filling up of One (01) post of Sr. Library Attendant in Branch Secretariat, Kolkata, Department of Legal Affairs on regular basis - reg

One post of Sr. Library Attendant is to be filled up in Branch Secretariat, Kolkata, Department of Legal Affairs. The eligibility criteria are as under:-

1. Name of the post: Sr. Library Attendant
General Central Service Group 'C' Non-Gazetted
(Non-Ministerial) in Pay Level-2 (Rs.19900-63200/-)
2. Number of Vacancies: 01 (One)
3. Eligibility Conditions: From amongst the regular Group-D employees (now MTS) in the Ministry (Deptt. of Legal Affairs & Legislative Department) who have rendered 6-years regular service in the grade.
4. Place of posting: The place of posting is Branch Secretariat, Kolkata. However, the post carries the liability to serve in any part of India.

2. The candidates who are willing and fulfil the eligibility conditions in the Department of Legal Affairs & Legislative Department may send their applications in the prescribed proforma in Annexure-I through proper channel to the Under Secretary, Admin-I (LA), Department of Legal Affairs, Ministry of Law & Justice, Room No.410, D-Wing, Shastri Bhawan, New Delhi-110001 along with the performance report, willingness letter and vigilance clearance certificate, latest by 2nd March, 2023. Applications received after the last date of receipt will not be considered. No applicant shall have the option to withdraw his name in the event of his/her selection.


(A. S. Kerketta)
Section Officer
Tel: 011-23387914

Copy to:-

1. All the Sections in Department of Legal Affairs/ Legislative Department/ Central Agency Section/ Litigation (HC) Section/ Litigation (LC) Section/ Law Commission of India/ Branch Secretariat- Mumbai/ Chennai/ Bengaluru/ Kolkata for circulation to all concerned. It is requested that willingness of eligible employees alongwith performance report and vigilance clearance certificate may be forwarded within the stipulated time

2. Hindi Unit.

Annexure-I

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Present post held and place of posting :
5. Present Pay in Pay Matrix and Level :
6. Date of regular appointment :
7. Brief of service particulars :
8. Whether SC/ ST/ OBC/ UR category :
9. Date of return from last deputation :
10. 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. It is certified that Sh. _____ is clear from Vigilance angle and no major/ minor penalties have been imposed on him during last 10 years. His performance report and willingness are also enclosed herewith.

Place:

Date:

Signature of the forwarding Authority
(Name & Designation)
Office Address & Tel. No.

Performance Report of MTS

Office/ Section:

Year:

1.	Name & Designation	
2.	Attendance Punctuality	
3.	Integrity	
4.	Responsibility towards work	
5.	Relation with fellow employees	
6.	Working Knowledge	
7.	Overall performance	Poor/ Good/ Very Good/ Outstanding (Please tick any one)

Signature of Section Officer/ In-charge

(With stamp & telephone no.)

Section_____

Date_____