

No. A.12026/1/2021-Admn.I(LA)
Government of India
Ministry of Law & Justice
Department of Legal Affairs

Shastri Bhawan, New Delhi, 110001
Dated the 8th July, 2024

CIRCULAR

Subject:-Preparation of a panel for filling up of four (4) posts in the grade of Record Clerk on deputation basis in the Department of Legal Affairs, Ministry of Law & Justice- reg

Department of Legal Affairs invites application from the suitable persons for filling up of four (04) posts of Record Clerk (a Group C post in Level 2 of Pay Matrix) on deputation basis. Three (03) vacancies are available presently and it is proposed to prepare a panel for future vacancies.

2. It is requested that particulars of eligible officials who fulfil the eligibility criteria and are willing to be considered for the post may please be forwarded to the undersigned in proforma given in Annexure-I **in duplicate** along with their up-to-date CR/APAR Dossier/Performance Report of last three years, Integrity Certificate and Vigilance Certificate showing major/minor penalty, if any, imposed against the official, within **30 days from the date of publishing of this circular in employment news**. Official who volunteers for the post will not be permitted to withdraw their names later. Applications received after the prescribed date shall not be considered.

3. The details of the post are as under:-

- | | | |
|-------------------------|---|--|
| 1. Name of the Post | : | Record Clerk |
| 2. Scale of Pay | : | Level 02 of the pay matrix in the Scale of Pay @Rs.19900-63200 as per 7 th CPC |
| 3. Number of posts | : | 04* (Four) (*Subject to variation) |
| 4. Eligibility criteria | : | On deputation basis from amongst officers of the Central Government:-
(i) Holding analogous posts on regular basis or with 3 years regular service in Level-1 of the pay matrix, 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. |
| 5. Period of Deputation | : | Shall ordinarily be not exceeding 03 years. |
| 6. Place of posting | : | The initial place of posting will be at New Delhi. |

V. Singh
08/07/24

(Varun Singh Chauhan)
Under Secretary to the Govt. of India
Tel: 011 23383634

Copy to:-

1. All the Ministries/Departments of Government of India.
2. Hindi Unit/NIC Cell.
3. Department of Personnel & Training, CS-I Division, North Block, Central Secretariat, New Delhi - 110001; It is requested to publish this vacancy circular on its website.

ANNEXURE-I

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 level in the Pay Matrix :
6. Date of regular appointment :
7. Brief of service particulars :
8. Whether SC/ST/OBC :
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.

Date:

Place:

Signature of the forwarding Authority

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