

Circular

Subject:- Preparation of a panel for filling up of two (02) posts of Record Clerk on deputation basis in the Department of Legal Affairs, Ministry of Law & Justice—regarding.

Department of Legal Affairs require the services of suitable persons for filling up of two (02) posts of Record Clerk (a Group.C post in Level-2 of the pay matrix) in this Department on deputation basis. Two vacancies are presently available and it is proposed to prepare a panel for these vacancies.

2. It is requested that particulars of eligible officials who fulfill the eligibility criteria and are willing to be considered for the post may please be forwarded to the undersigned in prescribed proforma given in **Annexure-I** within **30 days** from the date of publishing of this circular on the website of this Department along with their Performance Report of the last three years and vigilance clearance certificate showing major/minor penalties, if any imposed against the official. **Officials who volunteer for the post shall not be permitted to withdraw their names later.** Applications received after the prescribed date shall not be considered. The details of the post are as under:-

1. Name of the Post : Record Clerk
2. Scale of Pay : Level-2 of the pay matrix in the Scale of Pay @Rs.19900-63200 as per 7th CPC.
3. Number of posts : 02\* (Two)(\*Subject to variation)
4. Eligibility criteria : On deputation basis from amongst officials 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 not exceeding three (03) years.
6. Place of posting : The place of posting will be at New Delhi.



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

**ANNEXURE-I**

1. Name of the Applicant :
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 :
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.