

F. No. A-12026/9/2010-Admn.I (LA)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 30<sup>th</sup> January, 2020

VACANCY CIRCULAR

**Subject: - Filling up of two (02) posts of Sr. Library Attendant in the Department of Legal Affairs on regular basis— regarding.**

Two posts of Sr. Library Attendant are to be filled up in the Department of Legal Affairs. The eligibility criteria is as under: -

1. Name of the post: Sr. Library Attendant  
General Central Service Group 'C' Non-Gazetted  
(Non Ministerial) in pay matrix 2 (Rs.19900-63200/-)
2. Number of vacancies: 02
- 3 Eligibility conditions : From amongst the regular Group-D employees in the Ministry (Legal Affairs & Legislative Department) who have rendered 6 years regular service in the grade.
4. Place of posting: The place of posting is New Delhi. However, the post carries the liability to serve any part of India.

2. The candidates who are willing and fulfill 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 Section Officer, Admin.I(LA) Section, Department of Legal Affairs, Ministry of Law and Justice, Room No. 413, A-wing, Shastri Bhawan, New Delhi-110001 along with performance report and vigilance clearance certificates, latest by **28<sup>th</sup> February, 2020**. 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.

  
(Raghunathan T.V)

Under Secretary to the Govt. of India

Tel: 011-23388763

Copy to: -

1. All the Sections in Legal Affairs/Legislative Department/Central Agency Section/Lit.(HC)/Lit.(LC)/Law Commission/ Branch Secretariats- Mumbai/Chennai/Bangalore/Kolkata for circulation to all concerned. It is requested that the willingness of eligible employees may be forwarded within the stipulated time.
2. Hindi Unit.

**ANNEXURE**

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 :
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. 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 is also enclosed herewith.

Date:

Place:

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