

No.A-12026/04/2005-Admn.IV(LA)

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

Shastri Bhavan, New Delhi,
Dated the 9th October, 2012

VACANCY CIRCULAR

Subject:- Appointment to the post of Junior Accountant in the Litigation (Lower Court) Section of the Department of Legal Affairs, Ministry of Law & Justice on deputation basis.

It is proposed to fill up one post of Junior Accountant in the Litigation (Lower Court) Section of this Department on deputation basis. The detail of the vacancy is given in the enclosed Annexure-I & II. The pay and other terms and conditions of appointment of the person selected will be regulated in accordance with the Department of Personnel & Training's OM No.6/8/2009-Estt. (Pay.II) dated 17.06.2010.

2. It is requested that the applications, of the eligible officials who are willing and who can be spared immediately, may be forwarded to the undersigned within a period of 60 days from the date of its publication in the 'Employment News' in the prescribed proforma as given in **Annexure-II**, alongwith (i) up-to-date CR dossier (duly attested photocopy thereof) (ii) integrity certificate (iii) vigilance clearance certificate and (iv) statement of major/minor penalties, if any, imposed on the officer during the last 10 years. Applications received late or incomplete in any respect shall not be considered. The candidates would not be allowed to withdraw their candidature subsequently. Persons not working under the Central Government need not apply.

Encl: As above.


(Asha Sota)

Under Secretary to the Govt. of India

Copy to:-

1. All the Ministries/Department of the Government of India.
2. Branch Sectt.-Mumbai/Kolkata/Chennai/Banglore.
3. All Sections of Deptt. of Legal Affairs/ Legislative Department/ Notice Board.
5. SSA, NIC for uploading the Circular on the web-page of this Department.

ANNEXURE-I

Name of the Post	Junior Accountant (Group 'C' Non-Gazetted Post) in Litigation (Lower Court) Section of the Department of Legal Affairs at New Delhi. (Tis Hazari Court Building)
Number of Vacancies	One
Pay Band	PB-1, Rs.5200-20200/-, Grade Pay Rs.2800/-
Period of Deputation	Ordinarily not exceeding three years
Eligibility	<p><u>on deputation</u></p> <p>Upper Divisional Clerks of the Central Secretariat Clerical Service with 5years regular service in the grade or persons working under Central Government holding a post carrying the scale of pay of Rs.4000-6000 (pre-revised) [Revised to PB-1 Rs.5200-20200/-, GP Rs.2400/-] or equivalent on regular basis with 5 years regular service in the grade and possessing experience of 2 years of handling cash in a Govt. of India office, preparation of pay, traveling allowance and contingent bills, budget and re-conciliation of Accounts work</p> <p style="text-align: center;">OR</p> <p>Upper Divisional Clerks who have successfully undergone training in Cash and Accounts at the Institute of Secretariat Training and Management.</p>

ANNEXURE-II

1. Name of the Applicant (in Block letters)
2. Date of Birth
3. Educational Qualification
4. Present regular appointment and the date from which held.
5. Whether working under Central Government
6. Scale of Pay & present pay drawn
7. Whether successfully completed the Cash & Accounts course of ISTM (give month & year in which declared successful)
8. Ministry/Department where presently employed
9. Experience of Cash, Accounts & Budget Work
10. Other Service Experience
11. Whether the candidate belongs to SC/ST
12. Date of return from last deputation
13. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
14. Remarks, if any

Place:

Date:

Signature of the applicant
Office Address (with Tel. No.)

The particulars furnished above have been verified and found to be correct.

Date:

Signature of the Forwarding Authority
Name & Designation:
Office Address & Tel. No.