

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 10th May, 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 requires the services of suitable persons for filling up of four (04) posts of Record Clerk (a Group C post in Level 2 of Pay Matrix) in this Department 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 fulfils 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 in employment news 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. 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. 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 7th 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 01 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 03 years.
6. Place of posting : The initial place of posting will be at New Delhi.


(V. S. Chauhan)

Under Secretary to the Govt. of India
Tel: 011 23383634

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.