

Ministry of Law & Justice
Legislative Department
Shastri Bhawan, New Delhi

Filling up of two vacancies of Proof Reader in the Legislative Department, Ministry of Law & Justice on Deputation/Absorption basis.

It is proposed to fill up two vacancies of Proof Reader in the Legislative Department, Ministry of Law & Justice in Level 5 (Rs.29,200-82,300/-) in the Pay Matrix, one vacancy by Deputation and one vacancy by Deputation/Absorption. The post belongs to General Central Service, Group 'C' (Non-Gazetted, Ministerial post).

2. The eligibility criteria for the posts are as under:

Persons working in similar or equivalent grade on regular basis in the Central Government Offices or Government of India Presses and possessing educational and other qualifications as under.

Essential:

(i) A Degree of a recognized University incorporated by or under a Central Act, Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.

(ii) Minimum five years experience of Printing work in English in the Ministry of Law and Justice and for any Central Government or a State Government Press or any other Press or a Newspaper office.

(iii) Should qualify in a departmental test in English Proof Reading.

Desirable:

A degree in Law of a recognized University.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 58 years as on the closing date of receipt of applications.

Note 3: For the purpose of computing minimum qualifying service of deputation, the service rendered, on a regular basis by an officer prior to the 1st January, 2008 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the said Pay Commission.

3. The pay and other terms and conditions of the official selected will be governed by the instructions/orders of the Government of India, on the subject and as amended from time to time.

4. The applications of the interested and eligible officials, whose services can be spared immediately on selection, may please be forwarded in the prescribed proforma (Annexure-I), to Shri Bhoopendra Singh Bisht, Under Secretary (Admn.), Legislative Department, Room No. 412-B, A-Wing, Shastri Bhawan, New Delhi-110001 alongwith attested photocopies of APARs/ACRs of last five years, Integrity Certificate, Vigilance Clearance and Statement showing major/minor penalties, if any, imposed on the candidate during the last ten years. The applications should reach the undersigned within 60 days from the date of publication of the Advt. in the Employment News.

5. The applications received after the last date of receiving of the applications or incomplete in any respect will not be entertained.

(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel.: 011-23355023
Annexure-I

Application for the post of Proof Reader in Legislative Department
Bio-Data/ Curriculum Vitae Proforma

1. Name and Address (In Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
5.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held on regular basis	From	To	*Pay Scale (Level in Pay Matrix) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important:- Pay Scale (Level in the Pay Matrix) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Scale (Level in the Pay Matrix) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Scale where such benefits have been drawn by the Candidate, may be indicated as below:-					
Office/ Institution	Pay Scale drawn under ACP/MACP Scheme	From	To		
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent:					
9. In case the present employment is held on deputation/contract basis, please state:-					
(a) The date of initial appointment	(b) Period of appointment on deputation / contract.	(c) Name of the parent office / Organisation to which candidate belongs.	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		
9.1 NOTE :- In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance Certificate and Integrity Certificate.					
9.2 NOTE :- Information under Columns 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.					
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)					
a) Central Government					
b) State Government					
c) Autonomous Organization					
d) Government Undertaking					
e) Universities					
f) Others					
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.					
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.					
14. Total emoluments per month now drawn					
Pay Scale (Level in the Pay Matrix)	Dearness Pay/Interim relief/ other Allowances, etc., (with break-up details)	Total Emoluments			