

Ministry of Law & Justice

Legislative Department

Room No. 142-B, 'A'-Wing, Shastri Bhawan, New Delhi

Subject: Filling up two posts of **Copy Holder** in the Legislative Department, Ministry of Law & Justice on deputation/absorption basis.

It is proposed to fill up two posts of Copy Holder in the Legislative Department, Ministry of Law & Justice in Level 2 (Rs. 19900-63200/-) in Pay Matrix as per 7th CPC on deputation/absorption basis. The post belongs to General Central Service, Group "C" Non-Gazetted, Ministerial.

2. The eligibility criteria for the post are as under
Officers of the Central Government or State Government:-
- (a)(i) holding analogous post on regular basis in the Government of India Press or in any Ministry or Department; **or**
(ii) holding Group 'C' post (including safaiwala and farrash) on regular basis in the Ministry of Law and Justice possessing sound knowledge of computer operation; **and**
- (b) possessing educational qualifications and experience as under:

Essential:

- (i) A 12th Class pass from a recognised Board or University;
(ii) Should be able to type at least 35 words per minute in English.

Desirable:

- (i) Experience of English copy holding or proof reading work in a Printing Press or a Newspaper Office;
(ii) Minimum knowledge of Hindi.

3. The pay and other term 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 R. K. Sharma, Under Secretary (Admn.I), Legislative Department, Room No. 412-B, A-Wing, Shastri Bhawan, New Delhi** alongwith attested photocopies of 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 or incomplete in any respect will not be entertained.

(R K Sharma)
Under Secretary to the Govt. of India
Tel: 011-23385023
Annexure-I

CURRICULUM VITAE PROFORMA

- Name and Address (in Block letters) :
- Date of Birth (in Christian era) :
- Date of retirement under Central/State Government Rules. :
- Educational Qualifications:
- 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	Qualifications/Experience possessed by the Officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

- Please state clearly whether in the light of entries made by you above you meet the requirement of the post.
- Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Insti- tution	Post Held	From	To	Level in Pay Matrix as per 7th CPC	Nature of duties (in details)

- Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
- In case the present employment is held on deputation/contract basis, please state:-
 - The date of initial appointment
 - Period of appointment on deputation/contract
 - Name of the parent Office/Organization to which you belong
- Additional details about present employment.
Please state whether working under (indicate the name of your employer against the relevant column.)

(g) Central Govt.	(h) State Govt.	(i) Autonomous Organization
(j) Government Undertaking	(k) Universities	(l) Others
- Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
- 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.
- Total emoluments per month now drawn.
- Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).
- Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis. (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
- Whether belongs to SC/ST :

17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.
(Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: _____ **Signature of the Candidate**
Address: _____

Countersigned

(Employer with Seal)