

F.No.A-12026/5/2017-Admn.I(LD)  
Government of India  
Ministry of Law and Justice  
Legislative Department

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Room No. 412, A-Wing, Shastri Bahawan,  
Dr. Rajender Prasad Road, New Delhi-110001  
Dated the            October, 2020.

To

The Chief Secretary to the  
Government of -----

**Subject:- Recruitment to five posts of Personal Assistant (Regional Language) by direct recruitment in the Official Languages Wing, Legislative Department, Ministry of Law and Justice.**

The undersigned is directed state that Legislative Department has invited applications for direct recruitment to five posts of Personal Assistant (Regional Languages) in the Official Languages Wing of this Department. The post of Personal Assistant (Regional Languages) is a Group 'B' Non-Gazetted (Ministerial) Post (excluded from Central Secretariat Stenographer Service) and belongs to the General Central Service in Level-7 (Rs.44900-142400) in the Pay Matrix. The details of the posts are as under-

S.No.	Name of the post and number of vacancies	Qualifications	Level in the pay matrix	Age
1.	Personal Assistant (Urdu) 01 post- Reserved for ST	<b>Essential:-</b> (i) 12 <sup>th</sup> class passed from a recognised Board or University established or 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) Dictation for 10 minutes at the rate of 100 words per minute. (iii) Transcription of the dictation in 55 minutes (in the concerned regional language) preferably on computer.  Desirable: Knowledge of	Level 7 Rs.44900-142400	Not exceeding 30 years as on closing date of receiving applications.  The upper age limit is relaxable by 5 years for SC/ST candidate and by 3 years for OBC candidates.
2.	Personal Assistant (Konkani) 01 post- Unreserved			
3.	Personal Assistant (Nepali) 01 post- Reserved for EWS			
4.	Personal Assistant (Santhali) 01 post- Unreserved			
5.	Personal Assistant (Tamil) 01 post- Reserved for OBC			

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		English typing at the speed of 35 words per minute.		
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2. The other conditions for appointment to the said post are as per Annexure-I (enclosed). The proforma of the application is enclosed as Annexure-II. Applicants should affix their latest photograph and should indicate the name of the post along with the concerned language from the regional languages Urdu, Konkani, Nepali, Santhali and Tamil for which he/she is applying failing which the application will not be accepted by the Department. This vacancy circular along with all enclosures is also available on the website <http://legislative.gov.in/documents/recruitment>.

2. It is, requested that the names of the suitable candidates possessing the requisite qualifications may please be forwarded to this Department at the earliest and latest by 30 days from the date of publication of this vacancy in the Employment News.

Yours faithfully,

  
(R.K. Sharma)

Under Secretary to the Govt. of India.

Ph.No.:- 23385023.

ANNEXURE-I

1.	Name, Address and Telephone No. of the Employer.	Legislative Department, Ministry of Law & Justice, 412-A, 'A' Wing, 4 <sup>th</sup> Floor, Shastri Bhawan, Dr. Rajender Prasad Road, New Delhi.
2.	Name, designation and Telephone No. of the Indenting Officer.	Shri R.K. Sharma, Under Secretary (Admn.)  Phone No.:- 23385023.
3.	Description of duties	To render stenographic assistance in the regional language version of Statutes, Statutory Rules, Orders and Ordinances.
4.	Age limits, if any	Not exceeding 30 years (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) The upper age limit is relaxable by 5 years for SC/ST candidate and by 3 years for OBC candidates.
5.	Place of work	New Delhi, (But liable to be posted anywhere in India.)
6.	Particulars regarding interview/test of applicants: (a) Date of interview/test (b) Time of interview/test (c) Place of interview/test (d) Name, designation, address and telephone number (if any) of the officer to whom applicants should report.	Shall be intimated later

ANNEXURE- II

Application for the post of Personal Assistant (Regional Languages)

		<div style="border: 1px solid black; padding: 5px; text-align: center;">Please affix latest colour passport size Photograph and sign across the photo</div>
1.	Name of the applicant	
2.	Father's name	
3.	Mother's name	
4.	Post for which to be considered	
5.	Date of birth	
6.	Category (SC/ST/OBC/EWS/UR)	
7.	Whether seeking age relaxation (YES/NO)	
8.	Educational and other qualifications possessed by the applicant	
9.	Address of correspondence	
10.	Permanent address	
11.	Telephone/Mobile Number	
	E-mail ID	

12.	Post for which the application is being submitted (also indicate the regional language)	
13.	Experience of dictation and transcription in concerned regional language, if any. (YES or NO)	
14.	Present post held on regular basis under the Central/State Government with Pay Band+ Grade Pay (If any)	
15.	Date of appointment to the present grade	
16.	speed in taking Dictation and typing in regional language (w.p.m.)	
17.	Experience (if any)	
18.	Remarks	

Place:-

Date:-

Signature of the applicant

Note:-

Candidates who are in Government service may forward their application through proper channel.

