

No. A-12026/1/2025-Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing

Shastri Bhawna, New Delhi
Dated 21st February 2025

To

The Editor,
Employment News, 7th Floor,
Soochana Bhawan, Lodhi Road,
New Delhi

मुख्य सचिव कार्यालय
राजस्थान, जयपुर
मा. 81575/cw
दिनांक 6/2/25

Secy DOP
05/05

Subject: - Recruitment to the post of Proof Reader by deputation in the Official Languages Wing, Legislative Department, Ministry of Law and Justice.

Sir,

I am directed to state that one vacancy of Proof Reader in the Official Languages Wing, Legislative Department, Ministry of Law and Justice is required to be filled by deputation basis. The post of Proof Reader belongs to General Central Service, Group 'C' Non-Gazetted, Ministerial in level-4 (Rs. 25500-81100) in the pay matrix. Deputation to the said post is to be made from officers of the Central Government:-

- (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with eight years regular service in the grade of Rs. 1900/- or equivalent in the parent cadre or Department;

Possessing qualifications as prescribed for direct recruits under column number (7) as set out in Annexure-I

Note 1: The Department 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 promotions.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

Note 2: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to the 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merge of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.



2. The prescribed Form for applying to the said post is also attached herewith. (Annexure-II)

3. It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Director (Admn.), Legislative Department, Official Languages Wing, Room No. 728, 'A' Wing, Shastri Bhawan, New Delhi

Encl.: As above.

Yours sincerely,



(P.C. Meena)

Director (Admn.)

Tele.: - 23388007

Email- prakash.meena@nic.in

Copy to: -

1. All Ministries/Departments of the Government of India. {for giving wide publicity}.
2. Director (Admn.) (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
4. The Department of Personnel & Training with a request to upload the said vacancy circular on their website for the sake of vide publicity.

Essential

- (i) 12th class pass from a recognised Board or University.
- (ii) Two years experience of proof reading in Hindi in a Printing Press or News Paper printing establishment and
- (iii) Hindi as a subject or medium of education at High School (10th) level.

Note 1 Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.

Note 2 The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or the competent authority in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

- (i) Ability to type with a speed of 30 words per minute in Hindi on computer only or 35 words per minute in English on computer only (Time allowed ten minutes)

Relaxable in case of physically handicapped persons.

CURRICULUM VITAE PROFORMA

1. Name and Address
(In Block Letters)
2. Date of Birth
(in Christian era)
3. 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
requiredQualifications/Experience
possessed by the officer

Essential

1)

2)

3)

Desired

1)

2)

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.
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

From

To

Scale of Pay
and Basic
PayNature of
duties (in
detail)

-
8. Nature of present employment i.e. Ad-hoc of 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 you belong.
10. Additional details about present employment
- Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organisation
 - d) Government Undertaking
 - e) Universities
 - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.

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).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).
16. 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.

Signature of the Candidates

Date_____

Address_____

Certified that the particulars furnished by the officer are correct. In the even of selection, services of the officer will be spared immediately.

Countersigned

Head of Department/Competent Authority