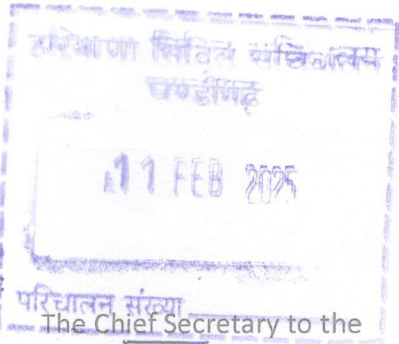


Government of India

Ministry of Law &amp; Justice

Legislative Department

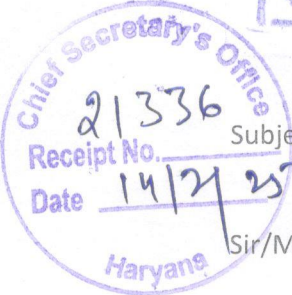
Official Languages Wing



Room No. 726, A-Wing, Shastri Bahawan,  
Dr. Rajender Prasad Road, New Delhi-110001

Dated 31<sup>st</sup> January 2025

To: परिचालन संख्या  
The Chief Secretary to the  
Government of -----



Subject: Appointment to the post of Additional Legislative Counsel (Hindi Branch) by deputation in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

Sir/Madam,

I am directed to say that two posts of Additional Legislative Counsel (Hindi Branch) in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to be filled on deputation basis. The post of Additional Legislative Counsel (Hindi Branch) belongs to General Central Service, Group 'A' (Gazetted) (Non-Ministerial) in level 13 in the pay matrix (Rs. 123100-215900). Deputation to the said post is to be made from amongst the officers of the Central/State Government: -

Essential:

- (a)(i) holding analogous posts on regular basis in the parent Cadre or Department; or
- (ii) With five years service in the grade rendered after appointment thereto on regular basis in level-12 in the pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department; and
- (b) possessing the educational qualifications and experience prescribed in recruitment rules as set out in Annexure-I

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 excadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed five years.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

2. I am to request you that the applications in the prescribed format (Annexure-II) of suitable officers who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent to this Department. The final selection of the candidate will be made in consultation with the Union Public Service Commission.

Services-II Branch  
File No. 21336  
Date 17/2/2025  
65 II

3. The applications of willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 30 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalty has been imposed on the officers in the past ten years may also be enclosed separately.

Encl.: As above.

Yours faithfully,



( P.C. Meena)

Director (Admn.)

Tel.: 011- 23388007

Email- prakash.meena@nic.in

Copy to: -

1. All Ministries/Departments of the Government of India. {for giving wide publicity}.
2. Deputy Secretary ( Vidhi Sahitya Prakashan) [for giving wide publicity].
3. The Editor, Employment News, 7<sup>th</sup> Floor, Sookhana Bhawan, Lodhi Road, New Delhi.  
[ 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 30 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 immediately.]
4. 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.
5. The Department of Personnel & Training with a request to upload the said vacancy circular on their website for the sake of vide publicity.



**Essential:**

- (A)(i) Masters Degree in Law from a recognized University or Institution and  
(ii) Possessing the following educational qualifications and experience, namely;-
- I. a member of State Judicial Service for a period of ten years; or
  - II. a Central or State or Union territory Government servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body, who has experience in legal affairs for ten years; or
  - III. a qualified legal practitioner who has practised as such for ten years; or
  - IV. a teacher of law for ten years in a recognised institution; or
  - V. ten years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration; or
  - VI. ten years experience of drafting of statutes in the Central Government or State Government or Union territory administration; and
- (iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government; or
- (B)(i) Bachelors Degree in Law from a recognised University or Institution; and  
(ii) Possessing the following educational qualifications and experience, namely:
- I. a Member of State Judicial Service for a period of twelve years; or
  - II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body who has had experience in Legal Affairs for twelve years; or
  - III. a qualified legal practitioner who has practised as such for twelve years; or
  - IV. a teacher of law for twelve years in a recognised institution; or
  - V. twelve years experience of translation into Hindi of statutes, statutory rules and orders in the Central Government or the State Government or Union territory administration; or
  - VI. twelve years experience of drafting of statutes in the Central Government or the State Government or Union territory administration; and
- (iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government.

Note 1: The expression "qualified legal practitioner" used in the essential qualifications means a person who is an advocate or a pleader and has practised as such for ten years in case of Masters Degree in Law or twelve years in case of Bachelors Degree in Law.

Note 2: The term "experience in Legal Affairs" means holding of a substantive legal post under the Government or Public Sector Undertaking or Statutory Body or Autonomous Body for which Bachelors Degree in Law is a prerequisite or essential qualification for recruitment.

**Desirable:**

- (i) Five years experience of legislative drafting in Hindi in Central Government or State Government or Union territory administration.
- (ii) Bachelors degree from a recognised university with Hindi as a subject or medium at degree level.

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  
required

Qualifications/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.



- 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.

(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).

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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_

(Employer with seal)



No. A-12026/2/2024-Admn.  
Government of India  
Ministry of Law and Justice  
Legislative Department  
Official Languages Wing

Shastri Bhawna, New Delhi  
Dated 31<sup>st</sup> January 2025

To

The Editor,  
Employment News, 7<sup>th</sup> Floor,  
Soochana Bhawan, Lodhi Road,  
New Delhi

Subject: - Recruitment to the post of Personal Assistant (Hindi) by deputation in the Official Languages Wing, Legislative Department, Ministry of Law and Justice.

Sir,

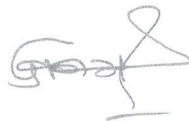
I am directed to state that one vacancy of Personal Assistant (Hindi) in the Official Languages Wing, Legislative Department, Ministry of Law and Justice is required to be filled by deputation basis for a period of one year against short term vacancy. The post of Personal Assistant (Hindi) belongs to General Central Service, Group 'B' (Non-Gazetted) (Non-Ministerial) in level-7 (Rs. 44900-142400) in the pay matrix. Deputation to the said post is to be made from officers of the Central Government:-

- (a) (i) holding analogous posts on regular basis in parent cadre or Department; or
- (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the level 6 of pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or Department; or
- (iii) with fifteen years service in the grade rendered after appointment thereto on a regular basis in the level 4 of pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or Department; and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits as set out in Annexure-I

Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

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 30 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. Deputy Secretary ( 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) 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: 10 minutes (Hindi) on computer.

Transcription: 55 minutes (Hindi) on computer.

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

**Note 2** The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Staff Selection Commission 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.

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



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



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