

A-12023/1/2021-Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing



Room No. 730, 'A' Wing,
Shastri Bhawan, New Delhi
Dated 29th September 2021



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

Subject: - Recruitment to the post of Copy Holder by deputation/absorption in the Official Languages Wing, Legislative Department, Ministry of Law and Justice

Sir,

I am directed to state that one post of Copy Holder in the Official Languages Wing of the Legislative Department, Ministry of Law and Justice is required to be filled on deputation/absorption basis. The post of Copy Holder belongs to General Central Service, Group 'C' (Non-Gazetted) (Ministerial) in the level 2 Rs. 19900-63200 in the pay matrix.

2 The eligibility criteria for being considered for the said post of deputation/absorption basis is as under: -

Officers of the Central/State Government: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years' regular service in the post in the pay scale of Rs. 5200-20200 with grade pay of Rs. 1800/- in the parent cadre; and
(b) Possessing the qualifications and experience prescribed for direct recruits under column number 7, which are as under: -
i) 12th Class pass from a recognized Board or University;
ii) One year experience in English and Hindi Copy holding or Proof Reading in a Printing Press or a newspaper printing establishment, and
iii) Hindi as a subject or medium of education at High School (10th) level.

Desirable:

- i) Should be able to type in Hindi at a speed of 30 words per minutes on computer only (Time allowed of ten minutes)

It is requested that applications from suitable State Government Officers in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to the office together their up-to-date CR dossiers and vigilance clearance within 60 days from the date of publication of the vacancy in the Employment News.

Yours faithfully,

(Rakesh Kumar)

Deputy Legislative Counsel
Tel.: 23386923/23386709

Copy to: -

1. All Ministries/Department of the Government of India
2. Deputy Secretary, Legislative Department/Under Secretary, Vidhi Sahitya Prakashan [for giving wide publicity]
3. The Editor, Employment News (Publication Division), 7th Floor, Soochna Bhawan, Lodhi Road, New Delhi-110003

[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 office immediately.]

4. In charge, NIC Cell, M/o Law and Justice with the request to upload the aforesaid circular on the website of this Ministry by way of giving a link "Vacancy Circular" on the Home page.

1	Name of officer	
2	Post for which to be considered	
3	(a) Date of Birth (b) Date of retirement	
4	Educational and other qualifications possessed by the officer	
5	Whether fulfils the essential qualifications and experience prescribed for the post under recruitment rules	
6	Present Address	
7	Present post held on regular basis under the Central/State Government with level of pay in the pay matrix	
8	Date of appointment to the present grade	
9	Permanent post held under the Central/State Government and level of pay in the pay matrix	
10	If belongs to schedule Caste/Scheduled Tribe/OBC	
11	Brief particulars of service with nature of duties performed	
12	Remarks	