

F.No.A-35011/1/2014-Admn.I(LD)

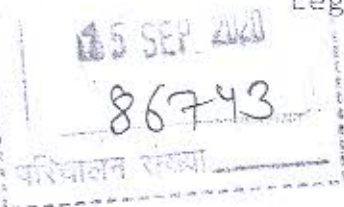
Government of India

Ministry of Law and Justice

Legislative Department



New Delhi, dated the August, 2020.



The Secretary of all Ministries/ Departments of Government of India
(As per standard list)

Subject:- Filling up of one post of ~~Superintendent~~ (Printing) (Hindi Branch) in the Official Languages Wing, Legislative Department, Ministry of Law and Justice on deputation basis.

Sir/ Madam,

I am directed to say that the Legislative Department, Ministry of Law and Justice proposes to fill up one post of ~~Superintendent~~ (Printing) (Hindi Branch) on deputation basis. The eligibility conditions, qualifications and experience required for the above mentioned post and other details are given in (Annexure-I).

2. Appointment to the post on deputation will be initially for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay.II) dated 17th June, 2010 as amended from time to time.

3. It is requested that applications along with all necessary documents of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri R.K. Sharma, Under Secretary (Admn.), Legislative Department, Ministry of Law and Justice, Room No. 412-B, 'A' Wing, 4th floor, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within a period of 60 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.

4. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data in proforma given in (Annexure-II) (ii) Cadre Clearance Certificate.

Services-II Branch
Diary No. 86743
Date 17/09/20

The above post is not related to ID/ITC officers. Hence, the application may be sent to E&T D.O. for further action as per rule.
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6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

7. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct, and that no disciplinary/ vigilance proceedings are either pending or contemplated against the applicant and that no major/minor penalties have been imposed on the officer during the last ten years. The forwarding authorities should enclose the up-to-date Confidential Report Dossiers of the applicant for the last five years. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of their duties.

8. This circular with all enclosures is available on the website of the Department i.e. <http://legislative.gov.in/documents/recruitment>. This may please be given wide circulation in the various units of your organization.

Encl:- As above.

Yours faithfully,


(R.K. Sharma)

Under Secretary to the Government of India.

Tel.: 23389014.

Copy to:-

1. Deputy Secretary (Official Languages Wing)/ US (Vidhi Sahitya Prakashan) [for giving wide publicity].
2. Technical Director, NIC, DoP&T, Room No.11/A, North Block, New Delhi with the request to upload the vacancy circular on the DoP&T's website

(Certificate to be furnished by the Employer/Head of office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified that-

- (i) There is no vigilance or disciplinary case pending/ contemplated against Sh. /Smt. _____.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.

Countersigned

(Employer/ Forwarding Authority with Seal)

ANNEXURE-II

APPLICATION FOR THE POST OF SUPERINTENDENT (PRINTING) (HINDI BRANCH) IN OL
WING, LEGISLATIVE DEPARTMENT

BIO-DATA/ CURRICULUM VITAE PROFORMA

7. Name and Address (in Block Letters)		
8. Date of Birth (in Christian era)		
9. i) Date of entry into service		
ii) 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/ Experiance required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	

Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and Issue of Advertisement in the employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Name of the Post held on regular basis	From	To	* Level in the Pay matrix/ Pay Band and Grade Pay/ Pay scale of the Post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

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* Important: Pay-band and Grade Pay granted under ACP/Macp are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.

Office/ Institution	Pay , Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present
employment i.e. Ad-hoc or
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/
organization
to which the
applicant

d) Name of the
post and Pay
the post held
substantive
capacity in the
parent

		belongs.	organization.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance. Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) m) Central Government n) State Government o) Autonomous Organization p) Government Undertaking q) Universities r) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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.			
14. Total Emoluments per month now drawn			

Basic pay in the PB/ level in the pay matrix	Grade pay/ level in the pay matrix	Total emoluments
15.A Additional information, if any, relevant to the post you applied for 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.B Achievements: 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		
(v) any other information (Note: Enclose a separate sheet if the space is insufficient)		
16. 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).		

17. Whether belongs to SC/ST

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 Candidates

Address _____

Date _____

Certified that the details provided in the above application by the applicant are true and correct as per the facts available on records. In the event of selection, the applicant will be relieved immediately.

Countersigned

Head of Department/Competent Authority

1.	Name of the post	Superintendent (Printing) (Hindi Branch)
2.	Number of post	01 (One)
3.	Classification of post	General Central Service, Group 'B', Gazetted, Non-Ministerial.
4.	Level in the pay matrix	Level 7 Rs.44900-142400
5.	Duties and responsibilities of the post	Besides general supervision of the Printing Section, arrangements for the Printing of Bills, Ordinances, president Acts, Gazettes, Rules, Regulations, Constitutions, Amendments, Diglots editions, Annual report and other legal documents etc. Correspondence with Government of Indian Presses, Directorate of Printing/Publication Division in connection with the printing of the publications of the Department.
6.	Qualifications, experiences and eligibility required for the post	Deputation: Officers under the Central Government or State Government or Union Territories Administration or Public Sector Undertakings or Semi-Government or Autonomous and Statutory Organizations or Universities or Recognised Research Institutions or Councils- (a)(i) holding analogous posts; or (ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in level 6 in the pay matrix or equivalent in the parent



			cadre or Department; and (b) possessing the following educational qualifications and experience: (i) Degree from a recognised 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) Three years' experience of proof reading of Bills, Acts and Ordinances in a Central or State/Union Territory Administration Press; (iii) Passed High School or any other higher examination 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 through Hindi medium or had offered Hindi as a subject in High School or any higher examination 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. Desirable : (i) Diploma in Printing technology from a recognised 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
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		Central Government. (ii) Bachelor's Degree in Law (LLB) from a recognised 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.
7.	Age	Not exceeding 56 years as on the closing date of receipt of applications.

Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi,
Dated the 07th August, 2020

VACANCY CIRCULAR

Subject: Filling up two vacancies in the grade of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice on deputation/absorption basis - reg.

It is proposed to fill up two vacancies in the grade of Assistant (Legal) in the Legislative Department, Ministry of Law & Justice in Level 7(Rs.44900-142400/-) in Pay Matrix on deputation/absorption basis. The post belongs to General Central Service, Group "B" (Non-Gazetted, Non-Ministerial).

2. The eligibility criteria for the posts are as under :-

Deputation/absorption:

Officials of the Central Government or State Governments or Union Territories-

(A)(i) holding analogous posts on a regular basis in parent cadre or Department; or

(ii) with five years' regular service in post in Level 6 (Rs.35400-112400/-) in the Pay Matrix or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualifications and experience prescribed :-

i) Bachelor's Degree in Law of a recognised University established or incorporated by or under a Central Act or 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; and

(ii) Two year experience in legal matters in Central or State Government or Public Sector Undertakings or listed Private Sector Organisations.

Note : The officials of the Central and State Government shall only be considered for absorption.

3. The pay and other terms 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

Contd...

Services-II Branch
Diary No 87138
Date 17/09/20



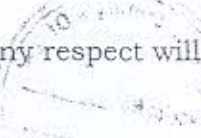
The above list of Assistant is not related to IP/HSC other
Hence, further may be sent to E&A Wn for further information

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attested photocopies of APARs 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 vacancy circular in the Employment News.

5. The applications received after the last date or incomplete in any respect will not be entertained.

Encl:- As above.


(R K Sharma)

Under Secretary to the Govt. of India
Tel.: 011-23385023

To

1. All Ministries/Departments of the Government of India.
2. The Chief Secretaries of all States and UTs.
3. Director (OL Wing) / US (VSP) [for giving wide publicity].
4. The Editor, Employment News, VII Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003.

[It is requested that the vacancy may kindly be published in the Employment News in the forthcoming issue. 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 US (Admn.I), Legislative Department, Ministry of Law and Justice immediately.]

5. OL Section for Hindi version.



State Election Commission, Haryana
Nirvachan Sadan, Sector- 17, Panchkula, Haryana – 134109

Website : www.secharyana.gov.in
Email id : sec@hry.nic.in
No.SEC/3Admn./2020/ 749

Phone: +91 172 258 4810
Fax: +91 172 258 5904
Dated :- 14.09.2020

To

- (i) The Chief Secretary to Govt. Haryana,
- (ii) Additional Chief Secretary to Government of Haryana, Revenue and Disaster Department,
- (iii) All Heads of Departments /Directorates in the State of Haryana.
- (iv) All the Deputy Commissioners in the State of Haryana.

Subject:- **Filling up the vacant posts of Assistant on transfer basis at District Election Cell.**

Sir/Madam

I am directed to refer on the subject cited above and to say that two posts of Assistant for District Election Cell, (Panchayat & Municipal Election) transferable to any district have become vacant. The Commission has decided to fill up these posts on transfer basis from amongst the Assistant /Clerks of other Govt. departments who fulfill the following qualification:-

Name of the post	No. of posts	Pay Band of the post	Vacant at	Qualifications
Assistant	2	Rs 9300-34800 + Rs.3600/- Grade Pay(Old Scale) Pay Matrix Level-6(Rs. 35400)	Distt. Election Cell, Hisar and Sonapat	i) One-year experience as Assistant or five years experience as Clerk in any State Govt. Department. ii) Knowledge of Hindi/ Sanskrit upto matric.

2. It is , therefore, requested to forward the applications of those officials who are willing to work at Distt. Election Cell, on transfer basis alongwith their ACR files or attested copy of the summary of ACRs within 30 days from the date of issue of this circular. While forwarding the applications, it may kindly be clarified that no any disciplinary proceedings under rule 7 or 8 of the Haryana Civil Service (Punishment & Appeal) Rules, 2016 are pending or to be contemplated against him and if so, brief resume thereof be sent. It may kindly be specifically mentioned that the integrity of the employees whose application is being forwarded has never been found doubtful.

3. It is also requested that this circular may also be circulated in the field offices of your departments.

Yours faithfully,

(Anju Arora)

Superintendent/Admn
State Election Commissioner, Haryana