

F. No. A-12026/1/2018-ADMIN-I-Part(1)

**Government of India
Ministry of Law and Justice
Department of Legal Affairs**

4th floor, Shastri Bhavan, New Delhi – 110001

Dated the 8th July, 2024

CIRCULAR

Subject: - Filling up of two posts of Library Information Assistant on transfer on deputation basis in the Department of Legal Affairs, Ministry of Law & Justice—regarding.

Department of Legal Affairs is in the process of filling up two posts of Library Information Assistant, a Group 'C' Non-Gazetted (Non Ministerial) post in Level-6 of pay matrix corresponding to the pre-revised PB-2 (Rs.9,300-34,800/-) with Grade pay of Rs. 4200/- on **transfer on deputation basis**.

2. Eligible officers who fulfill the eligibility condition mentioned in **Annexure-I** and are willing to be considered for the post may forward their applications through proper channel in prescribed proforma given in Annexure-II within **30 days** from the date of issue of the advertisement in Employment News along with their up-to-date CR/APAR Dossier/Performance Report of last five years and vigilance clearance certificate.

3. Officers who volunteer for the post will not be permitted to withdraw their names later. Applications received after the prescribed date will not be considered.

V. S. Chauhan
08/07/24

(V. S. Chauhan)

Under Secretary to Government of India
Telephone – 011-23383634

Copy to:-

1. All Ministries/Departments of Govt. of India.
2. All the Sections in Legislative Department/CAS/Lit. (HC)/Lit. (LC)/Law Commission/All Branch Secretariats with request to circulate in their unit.
3. NIC Cell

ANNEXURE-I

1. Name of the post
Library Information Assistant,
General Central Service Group 'C' Non-Gazetted
(Non Ministerial) in Level 6 of pay matrix corresponding
to the pre-revised PB-2 (Rs.9,300-34,800/-) with Grade
pay of Rs. 4200/-
2. Number of vacancy
Two (Subject to variation)
3. Period of deputation
Period of deputation shall ordinarily be not exceeding
three years
4. Eligibility conditions
By transfer on deputation-
(a) Officers of the Central Government holding
analogous posts; OR
(b) Officers holding posts in the Level-4 of pay
matrix corresponding to the pre-revised PB-1
(Rs.5,200-20,200) with grade pay of Rs.2400/- with
5 years regular service in that grade; OR
(c) Officers holding posts in the Level-2 of pay
matrix corresponding to the pre-revised PB-1
(Rs.5200-20200) with grade pay of Rs.1900/- with
8 years regular service in that grade.
5. Place of Posting
The place of posting is New Delhi/Mumbai. However,
the post carries the liability to serve any part of India.

ANNEXURE-II

1. Name :
2. Date of Birth :
3. Educational Qualifications
and special qualification if any, :
4. Present Post held and place of posting :
5. Present Pay and level of pay matrix :
6. Date of regular appointment :
7. Brief of service particulars :
8. Whether SC/ST/OBC :
9. Date of return from last Deputation :
10. Remarks, if any :

Place:

Date:

Signature of the applicant

To be filled by the forwarding Authority

The particulars furnished above have been verified and found to be correct. It is certified that Sh. _____ is clear from vigilance angle and no major/minor penalties have been imposed on him during last 10 years. His ACR/APAR for last five years are also enclosed.

Date:

Place:

Signature of the forwarding Authority

(Name & Designation)
Office Address & Tel. No.