

F. No. A-12023/1/2011-Admn.I(LD)

Government of India
Ministry of Law & Justice
Legislative Department

Room No. 412, A-Wing, Shastri Bahawan,
Dr. Rajender Prasad Road, New Delhi-110001
Dated the 23rd March, 2017.

To

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

Subject:- Appointment to the post of Personal Assistant (Regional Language- Urdu) by direct recruitment in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

Sir,

I am directed to forward herewith a requisition for direct recruitment to the post of Personal Assistant (Regional Languages- Urdu) in the Official Languages Wing of this Department. The post is a Group 'B' Non-Gazetted (Ministerial) Post (excluded from Central Secretariat Stenographer Service) and belongs to the General Central Service in Level-6 of Rs.35400-112400 in the Pay Matrix of Seventh Central Pay Commission (Pre-revised Pay Band-2 of Rs. 9300-34800/- plus Grade Pay of Rs.4200/-). The post is reserved for the ST category. The essential qualifications and other conditions for appointment to the said post are as per Annexure-I (enclosed). The proforma of the application is enclosed as Annexure-II.

2. It is, requested that the names of the suitable candidates possessing the requisite qualifications may please be forwarded to this Department at the earliest and latest by 60 days from the date of publication of this vacancy in the Employment News.

Yours faithfully,

(B.M. Sharma)

Deputy Secretary to the Government of India.

Ph. No. :- 011-23389014.

Copy to:-

1. Shri Ayanedi Venkatappaiah, Editor, Employment News (Publication Division), 7th Floor, Soochna Bhawan, Lodhi Road, New Delhi-110003. (It is requested to publish the above mentioned vacancy circular in the Employment News in the forth-coming issue as well as on the website of the Employment News. A copy of the advertisement may be sent to this Department immediately.)
2. 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.

(R.K. Sharma)

Section Officer

Ph. No.:- 011-23385023.

ANNEXURE -I

1.	Name, Address and Telephone No. of the Employer.	Legislative Department, Ministry of Law & Justice, 412-A Fourth Floor, Shastri Bhawan Dr. Rajender Prasad Road, , New Delhi.
2.	Name, designation and Telephone No. of the Indenting Officer.	Shri B.M. Sharma, Deputy Secretary (Admn.) Phone No. :- 011-23389014.
3.	Name of the post to be filled	Personal Assistant (Urdu)
4.	Number and nature of post	01 (one), Permanent
5.	Whether Unreserved/Reserved	Reserved for ST
6.	Description of duties	To render stenographic assistance in the regional language version of Statutes, Statutory Rules, Orders and Ordinances.
7.	Qualifications required: (1) Essential (2) Desirable:	(i) 12 th 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 for 10 minutes at the rate of 100 words per minute; (iii) Transcription of the dictation in 55 minutes (Urdu) preferably on computer. Knowledge of English typing at the speed of 35 words per minute.
8.	Age limits, if any	Not exceeding 30 years (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)
9.	Place of work	New Delhi, (But liable to be posted anywhere in India.)
10.	Particulars regarding interview/test of applicants: (a) Date of interview/test (b) Time of interview/test (c) Place of interview/test (d) Name, designation, address and telephone number (if any) of the officer to whom applicants should report.	Shall be intimated later

Application for the post of Personal Assistant (Regional Languages- Urdu)

1.	Name of the applicant	
2.	Father's name	
3.	Post for which to be considered	
4.	Date of birth	
5.	Category	
6.	Educational and other qualifications possessed by the applicant	
7.	Address of correspondence	
8.	Permanent address	
9.	Present post held on regular basis under the Central/State Government with Pay Band+ Grade Pay (If any)	
10	Date of appointment to the present grade	
11	speed in taking Dictation and typing in Urdu language (w.p.m.)	
11	Experience	
12	Remarks	

Place:-

Date:-

Signature of the Candidate

Note:-

Candidates who are in Government service may forward their application through proper channel.