

Ministry of Law & Justice

Legislative Department

Room No. 412, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
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. A requisition for direct recruitment to the post of Personal Assistant (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 the Pay Band-2 of Rs. 9300-34800/- plus Grade Pay of Rs. 4200/-. The post is reserved for the Scheduled Tribes. The essential qualifications and other conditions for appointment to the said post are as per Annexure -I (given). The proforma of the application is given 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.

(M.R. Beerh)

Deputy Secretary to the Government of India

Ph. No.: 011-23389014

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 M. R. Beerh, Deputy Secretary Phone No.: 011-23389014.
3. Name of the post to be filled	Personal Assistant (Urdu)
4. Number and nature of post	1 (one), Permanent
5. Whether Unreserved/Reserved	Scheduled Tribe
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) Matriculation or equivalent from a recognized Board or equivalent; (ii) Should be able to take dictation in regional language concerned (Urdu) at a speed of 100 words per minute; (iii) Should be able to type in regional language concerned (Urdu) at a speed of 25 words per minute. Knowledge of English typing at the speed of 30 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

Annexure-II

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. Experience	
12. Remarks	

Place

Date

Note :

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

Signature of the Candidate

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