

F. No. A-12023/2/2011-Admn.I (LD)
Government of India

Ministry of Law & Justice

Legislative Department
Room No. 412, A-Wing, Shastri Bhawan
Dr. Rajender Prasad Road, New Delhi-110001

Subject : Appointment to the post of Personal Assistant (Regional Language) (Assamese) 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 (Assamese) 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 unreserved. The essential qualifications and other conditions for appointment to the said post are as per Annexure-I The proforma of the application may be seen at Annexure-II.

2. It is, therefore, 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, Room No. 412-A, Fourth Floor, Shastri Bhawan, Dr. Rajender Prasad Road, New Delhi-11 0001

2. **Name, designation and Telephone No. of the indenting officer :** Shri M.R. Beerh, Deputy Secretary Phone No.: 011-23389014.

3. **Name and Classification of the post to be filled :** Personal Assistant (Assamese) General Central Service, Group 'B' Non-Gazetted, Ministerial

4. **Number and nature of post :** 1 (one), Permanent

5. **Whether Unreserved/Reserved :** Unreserved

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 :** i) Matriculation or equivalent from a recognized Board or equivalent;

(ii) Should be able to take dictation in regional language concerned (Assamese) at a speed of 100 words per minute;

(iii) Should be able to type in regional language concerned (Assamese) at a speed of 25 words per minute.

(2) **Desirable :** 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 (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. Education and other qualification 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 :

Signature of the Candidate

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

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