

A-11016/02/2020-CLS-II
Government of India/Bharat Sarkar
Ministry of Labour and Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated the 28th February 2020.

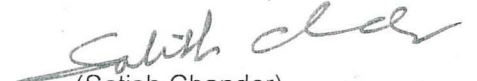
CIRCULAR

Applications are invited from eligible candidates for the posts of Personal Assistant in Central Government Industrial Tribunal-cum-Labour Courts located at different places, as mentioned below. The vacancies are proposed to be filled up on deputation basis. The details of the vacant posts are as under:-

Sl.No.	Name of the post.	Place where vacancy exists and number of Post .	Level in the Pay Matrix.	Eligibility Conditions.
1.	Personal Assistant	Ahmedabad-01 Asansol-01 Bangalore-01 Chandigarh-02 Delhi-02 Dhanbad-02 Jaipur-01 Kanpur-01 Mumbai-01 Nagpur-01 Kolkata-01 Lucknow-01	Level 6(35400- 112400/-)	Stenographers of the Central Government fulfilling conditions as given below only are eligible- - (i) holding analogous post on regular basis; or (ii) having ten years regular service in the Stenographer Grade in the pay scale of Level 4(Rs.25500-81100/-).

2. The terms of deputation will be governed by the terms and conditions applicable to such deputation under Government of India. In case of deputation, within the same station the deputation(duty) allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500 p.m. In case of deputation involving change of station, the deputation (duty) allowance will be payable at the rate of 10% of the basic pay subject to a maximum of Rs.9000 p.m. The period of deputation will be initially for a period of one year or till the posts are filled up on regular basis, whichever is earlier. The maximum period of deputation will be 03 years.

3. Application in the prescribed proforma (Annexure-I) of eligible and willing candidates alongwith their up-to-date ACRs and Vigilance Clearance be forwarded "Through Proper Channel" to the Under Secretary, CLS-II Section, Ministry of Labour and Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001 by 20th March, 2020.


(Satish Chander)

Under Secretary to the Government of India

To,

1. All Ministries of Government of India.
2. All Attached/subordinate Offices of Ministry of Labour and Employment.
3. All CGIT-cum-LCs.
4. All Sections/Desks/units/Divisions in the Ministry of Labour and Employment.
5. NIC, Ministry of Labour & Employment for uploading the circular on the website of the Ministry (What's New).

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.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/ Experience 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	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***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 belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>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.</p> <p>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/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p align="center">Basis Pay in the PB</p>	<p align="center">Grade Pay</p>	<p align="center">Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.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)</p>		

+6-

<p>onal training and (iii) work experience over and prescribed in the Vacancy (Advertisement)</p> <p>Enclose a separate sheet, if the space is (ent)</p>	
<p>Achievements:</p> <p>didates are requested to indicate information ard to;</p> <p>search publications and reports and special ds/Scholarships/Official Appreciation Affiliation with the professional nstitutions/societies and;</p> <p>nts registered in own name or achieved for the tion</p> <p>research/ innovative measure involving official ion vi) any other information.</p> <p>Enclose a separate sheet if the space is (ent)</p>	
<p>Please state whether you are applying for on (ISTC)/Absorption/Re-employment Basis.# under Central/State Governments are only for "Absorption". Candidates of non- ment Organizations are eligible only for Short ntract)</p>	
<p>ption of 'STC' / 'Absorption'/'Re-employment' ble only if the vacancy circular specially ed recruitment by "STC" or "Absorption" or loyment").</p>	
<p>ether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

7

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/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 of 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. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)