



**CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-
LABOUR COURT-II, HARYANA PRESS BUILDING, SECTOR 18-A,
CHANDIGARH.**

No:- CGIT-II/22-23/ 431

Dated: 14-10-2022

CIRCULAR

**Subject : Filling up of the post of Personal Assistant, on Deputation basis
in the CGIT-cum-Labour Court-II, Chandigarh.**

**Reference:- Vide Ministry of Labour and Employment letter no. Z-
20017/07/2021-CLS-II (E) dated 09-09-2022.**

Applications are invited in the prescribed pro-forma (Annexure-1) from eligible candidates on deputation basis to the post of **Personal Assistant** in the office of Central Government Industrial Tribunal-cum-Labour Court-II, Chandigarh.

1. The post belongs to Central Service (Group B, non-gazetted, Ministerial) in the pay scale of Level 6 (Rs. 35400 - 112400) in the pay matrix table of 7th CPC. Pay & Allowances and other conditions of deputation shall be regulated as per the guidelines issued by the DOPT from time to time.
2. The period of deputation shall ordinarily be one year initially which may be extended up to three years subject to suitability or until the post is filled by way of direct recruitment on regular basis, whichever is earlier. Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. The terms of deputation and service conditions of employee may be altered and will be governed as per rules and regulations issued by the Government of India.
3. Eligibility criteria for deputation basis is as under:

(a) Persons holding analogous post on regular basis in Central Government.

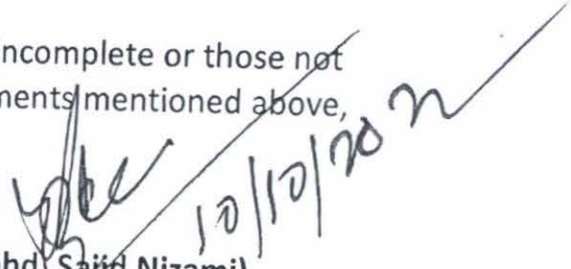
or

(b) Possessing the qualification 10 plus 2 from a recognized Board, skill test norms - Dictation 10 mnt. @ 100 W.P.M & Transcription 40 Minutes (Eng.) 55 Minutes (Hindi) on computer

4. It is requested that the applications of interested, eligible and suitable candidates who can be spared for deputation may be sent (in duplicate), after duly certifying the details given by the candidate in the Bio-data in the enclosed pro-forma along with their complete up to date ACRs (attested photocopies of last five years) and Vigilance Clearance Certificate so as to reach the under signed on the following address, latest within one month from the date of issue of this circular:

**Presiding Officer
CGIT-cum-Labour Court-II,
3rd Floor, Haryana Press Building,
Sector-18-A, Chandigarh**

5. Applications received after due date or incomplete or those not accompanied by the information/documents mentioned above, will not be considered.


(Mohd. Sajid Nizami)
Head of Department
CGIT-cum-L.C-II

Chandigarh

Copy to:-

6. All Central Govt. and Govt. Offices in Chandigarh
7. Ministry of Labour, New Delhi, for circulation
8. The Presiding Officer, All CGIT-cum-Labour Courts.
9. Notice Board

PROFORMA

1. Name (in Block Letters):
2. Designation:
3. Name of service to which
the applicant belongs:
4. Whether appointed on regular
/temporary/ad-hoc basis
and date of such appointment:
5. Present pay and pay band with Grade pay:
6. Date of Birth:
7. Educational Qualification:
8. Special Qualification, if any:
9. Whether the applicant fulfils the
eligibility condition prescribed:
10. Date of joining in Govt. service:
11. Post held since joining the service
with dates and details of duties
performed during the period:
12. Brief service particulars:

(Signature of Applicant)

Certificate to be given by the Head of Office of the applicant:

1. Certified that the particulars furnished above are correct.
2. Certified that no disciplinary case is pending or contemplated against
the applicant and he/she is clear from vigilance angle.
3. Photo copies of ACR dossiers duly attested enclosed.

(Signature of forwarding authority with name, designation and stamp)



**CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-
LABOUR COURT-II, HARYANA PRESS BUILDING, SECTOR 18-A,
CHANDIGARH.**

No:- CGIT-II/22-23/431

Dated : 14-10-2022

CIRCULAR

Subject : Filling up of the post of Secretary to the Court, on Deputation basis in the CGIT-cum-Labour Court-II, Chandigarh.

Reference:- Vide Ministry of Labour and Employment letter no. Z-20017/07/2021-CLS-II (E) dated 09-09-2022.

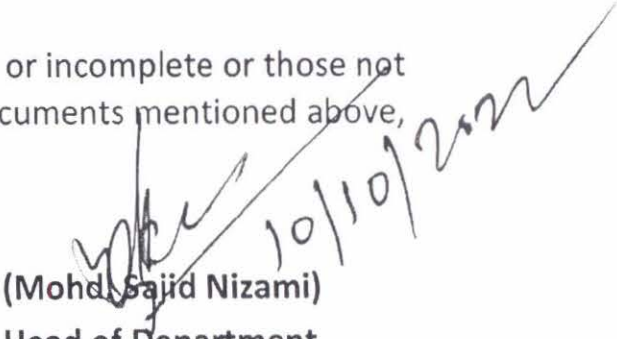
Applications are invited in the prescribed pro-forma (Annexure-1) from eligible candidates on deputation basis to the post of Secretary to the Court in the office of Central Government Industrial Tribunal-cum-Labour Court-II, Chandigarh.

1. The post belongs to Central Service (Group B, non-gazetted, Ministerial) in the pay scale of Level 6 (Rs. 35400 - 112400) in the pay matrix table of 7th CPC. Pay & Allowances and other conditions of deputation shall be regulated as per the guidelines issued by the DOPT from time to time.
2. The period of deputation shall ordinarily be one year initially which may be extended up to three years subject to suitability or until the post is filled by way of promotion on regular basis, whichever is earlier. The terms of deputation and service conditions of employee may be altered and will be governed as per rules and regulations issued by the Government of India.
3. Eligibility criteria for deputation basis is as under:

- (i) Persons holding analogous post on regular basis
or
(ii) UDC's who have put in not less than 5 years of regular service in the grade.
4. It is requested that the applications of interested, eligible and suitable candidates who can be spared for deputation may be sent (in duplicate), after duly certifying the details given by the candidate in the Bio-data in the enclosed pro-forma along with their complete up to date ACRs (attested photocopies of last five years) and Vigilance Clearance Certificate so as to reach the under signed on the following address, latest within one month from the date of issue of this circular:

**Presiding Officer
CGIT-cum-Labour Court-II,
3rd Floor, Haryana Press Building,
Sector-18-A, Chandigarh**

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(Mohd. Sajid Nizami)
Head of Department
CGIT-cum-L.C-II
Chandigarh

Copy to:-

- (1) All Central Govt. and Govt. Offices in Chandigarh
(2) Ministry of Labour, New Delhi, for circulation
(3) The Presiding Officer, All CGIT-cum-Labour Courts.
(4) Notice Board

PROFORMA

1. Name (in Block Letters):
2. Designation:
3. Name of service to which the applicant belongs:
4. Whether appointed on regular /temporary/ad-hoc basis and date of such appointment:
5. Present pay and pay band with Grade pay:
6. Date of Birth:
7. Educational Qualification:
8. Special Qualification, if any:
9. Whether the applicant fulfils the eligibility condition prescribed:
10. Date of joining in Govt. service:
11. Post held since joining the service with dates and details of duties performed during the period:
12. Brief service particulars:

(Signature of Applicant)

Certificate to be given by the Head of Office of the applicant:

1. Certified that the particulars furnished above are correct.
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