



Government of India
Ministry of Labour & Employment
Central Government Industrial Tribunal No. 2

ShramRakshaBhavan, 2nd floor, Shivrushti Road, Opp. Priyadarshini, Off Eastern Express Highway, Sion, Mumbai-400 022

No. CGIT-2 / PA-Recdt / 594 / 2022

Dated: 28th September, 2022

C I R C U L A R

Sub: Filling up of one post of Personal Assistant on Transfer on
 Deputation basis in the Central Government Industrial
 Tribunal-cum-Labour Court-2, Mumbai – reg.

It is proposed to fill up one post of Personal Assistant on deputation basis in Central Govt. Industrial Tribunal-cum-Labour Court-2, Mumbai, initially for a period of one year, on the following terms and conditions:-

1. Personal Assistant
 - i) One post of Personal Assistant in LEVEL 6 in the PAY MATRIX of 7th CPC [(Rs.9300-34800 with Grade pay Rs. 4200/- PB-II (pre-revised))],
 - ii) As per the existing Recruitment Rules, the post may be filled up on deputation basis from the candidates:
 - a) (i) Holding analogous post on regular basis, or
 - (ii) With 10 years regular service in the Stenographer Grade in the pay band-1, Rs. 5,200-20,200 /- with grade pay of Rs. 2,400 /- (pre-revised), (Level 4 in the PAY MATRIX of 7th CPC) and;
 - b) Possessing qualification as prescribed in Recruitment Rules for Direct Recruitment
 - (i) 10 plus 2 from a recognized Board
 - (ii) Skill Test norms Dictation 10 minutes @ 100 w.p.m.
 Transcription: 40 Mins (English) 55 mins (Hindi) (on computer)
 - iii) Deputation (duty) Allowance shall be as per the guidelines issued by DOPT No 2/22(B) / 2008-Estt. (Pay II) dated 23rd September 2008.
2. The candidate selected will have the option to draw pay as mentioned above (as per 7th CPC) or draw pay in the current post plus Deputation allowance.
3. Being differential in basic pay the selected candidate will get enhanced emoluments as per Pay Rules.

4. The period of deputation will ordinarily not exceed three years.
5. It is requested that the applications of interested, eligible and suitable candidates who can be spared for appointment may please be sent (in duplicate), after duly certifying the details given by the candidate in the Bio Data in the enclosed proforma along with their complete up to date ACRs(attested photo copies of last five years) and Vigilance Clearance Certificate may be sent so as to reach the undersigned on the following address, latest within one month from the date of issue of this circular.

Presiding officer
Central Government Industrial Tribunal –cum- Labour Court No.2
Shram Raksha Bhavan, 2nd Floor,
Shivrushti Road, Opp. Priyadarshini
Off. Eastern Express Highway,
Sion, Mumbai – 400 022



(Tej Bahadur)

Dy. Chief Labour Commissioner(C)/
Incharge
CGIT-2, Mumbai.

To

1. All Ministries / Departments of the Govt. of India.
2. All CGIT-cum-Labour Courts.
3. All Debts Recovery Tribunal.
4. All Income Tax Tribunal.
5. Dy. Chief Labour Commissioner (C), Mumbai
6. The Registrar General (Subordinate Judiciary), Hon'ble High Court of Bombay.
7. All attached / Subordinate offices of the Ministry of Labour & Employment.
8. The Under Secretary to the Govt. of India, CLS-II, Ministry of Labour & Employment, New Delhi, with the request to circulate the vacancy Circular amongst the Central Govt. Offices / Ministries at Delhi.

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)



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No. CGIT-2 / PA..Rectt / 609 /2022.

Dated: 30th September, 2022

CORRIGENDUM

Kindly refer to this office circular no. CGIT-2/PA.Rectt/594/22, dated 28.09.2022 on the subject filling up of one post of Personal Assistant on Deputation basis in the Central Government Industrial Tribunal-cum-Labour Court-2, Mumbai.

Point (ii) of Sub Point (a) (ii) of said Circular [*with 10 years regular service in the Stenographer Grade in the pay band-1, Rs. 5,200-20,200/- with grade pay of Rs. 2,400 (pre-revised) , (Level 4 in the Pay Matrix of 7th CPC) and;] is deleted as per amendment dated 27.07.2022 in the Recruitment Rules for Personal Assistant.*

All other contents of the office circular no. CGIT-2/PA.Rectt/594/22, dated 28.09.2022 shall remain unchanged.

Applications of interested, eligible and suitable candidates may be sent at the address mentioned in the circular dt. 28.09.2022 within one month from the date of issue of this office corrigendum.

(Tej Bahadur)
Dy. Chief Labour Commissioner(C)/
Incharge
CGIT-2, Mumbai.