



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

No:- CGIT-I/22-23/430

Dated : 17/10/2022

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.

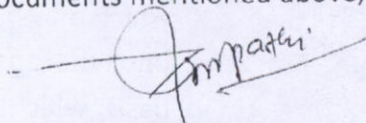
or

(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-I,
2nd 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.



**(Jyoti Kumar Tripathi)
Presiding Officer
CGIT-cum-L.C-I
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



OFFICE OF THE PRESIDING OFFICER,
CENTRAL GOVT. INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT-I, PRESS DEPOT
BUILDING, 2nd FLOOR, SECTOR 18,
CHANDIGARH.

No. CGIT-I/22-23/469

Dated:- 26.10.2022

CORRIGENDUM

Kindly refer to this office circular having no. CGIT-I/22-23/430 dated 17/10/2022 on the subject "filling up of one post of Personal Assistant on Deputation basis in the Central Government Industrial Tribunal cum Labour Court, Chandigarh".

2. It has been stated that, 'CGIT-I' be read instead of 'CGIT-II' in the circular No. CGIT-I/22-23/430 dated 17/10/2022.
3. All other contents of the office circular having No. CGIT-I/22-23/430 dated 17/10/2022 may read as same

Application of interested, eligible and suitable candidates may be sent at the address mentioned in the office circular dated 17/10/2022 within one month from the date of issue of this office corrigendum.

(J.K. Tripathi)
Presiding Officer
Central Government Industrial
Tribunal-cum-Labour Court 1,
Chandigarh.

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