



Tele. No.0141-2233728

MINISTRY OF LABOUR  
CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL  
CUM LABOUR COURT,  
KENDRIYA SADAN, BLOCK-B, SECTOR-10,  
VIDHYADHARNAGAR, JAIPUR -302023 ( Raj. )  
NO.CGIT/JPR/2022-23/ 68 Dated: 13.5.2022

**CIRCULAR**

**Subject: Filling up of one post of Personal Assistant on deputation basis in the Central Government Industrial Tribunal cum Labour Court, Jaipur – regarding.**

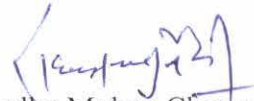
1. Applications are invited in the prescribed pro-forma (Annexure-1) from eligible candidates for appointment to the post of Personal Assistant on Deputation basis in the office of Central Government Industrial Tribunal Cum Labour Court, Jaipur.
2. The post belongs to Central Service (Group B, non-gazetted, Ministerial) in the pay scale of level 6 as per 7<sup>th</sup> CPC and in the pre-revised pay scale of Rs. 9300-34800 + 4200 Grade pay (6<sup>th</sup> CPC). Pay & allowances and other conditions of deputation shall be regulated as per the guidelines issued by the DoPT from time to time.
3. 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 up by direct recruitment on regular basis, whichever is earlier. However, the deputation could be cancelled prematurely, at the discretion of the Presiding officer/HOD. The terms of deputation will be governed by the Government of India.
4. Eligibility criteria for deputation is as under.
  - a. Persons holding analogous post on regular basis as Personal Assistant.
  - Or
  - b. With 10 years regular service in the grade in pay band of Rs. 5200-20200/- with grade pay of Rs. 2400/- (pre-revised), (Level 4 in the pay matrix of 7<sup>th</sup> CPC).
5. It is requested that the applications of interested, eligible and suitable candidates who can be spared for appointment 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 photo copies 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:

*Sd/-*  
23.5.2022  
Sd/- (M.D.)

263/05(50)  
24/05/22


The Presiding Officer  
Central Government Industrial cum Labour Court,  
B-Block, 1<sup>st</sup> Floor, Kendriya sadan, Sector-7,  
Vidyadharnagar, Jaipur (Rajasthan)  
Pin: 302039.

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

  
(Radha Mohan Chaturvedi)  
Presiding Officer  
CGIT Cum Labour Court  
Jaipur  
**PRESIDING OFFICER**  
**C.G.I.T., JAIPUR**

Copy to:-

- ✓ 1. The Under Secretary to the Government of India, CLS-II Section, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi with a request that the circular may widely be circulated among the Central Government Offices in the country & upload in Ministry's website through NIC.
2. All Ministries & Department of Govt. of India.
3. All attached/sub-ordinate offices of M/o Labour and Employment.
4. All CGIT Cum-Labour Courts.
5. Notice Board of this office.
6. The Registrar General, Hon'ble High Court of Rajasthan.

 13.5.22  
(Radha Mohan Chaturvedi)  
Presiding Officer  
CGIT Cum Labour Court  
Jaipur.  
**PRESIDING OFFICER**  
**C.G.I.T., JAIPUR**

## PROFROMA

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
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 fulfills 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.