



सत्यमेव जयते

भारत सरकार/GOVERNMENT OF INDIA,

श्रम और रोजगार मंत्रालय/ Ministry of Labour & Employment

Central Government Industrial Tribunal Cum Labour Court,

केन्द्रीय सरकार औद्योगिक अधिकरणकार्यालय व श्रम न्यायालय

'SHRAM SADAN, 3 CROSS, 3 MAIN, YESWANTHPUR, TUMKUR ROAD, BANGALORE -560022.

'श्रम सदन', ३ मेन, ३ क्रोस, २ फेस, तुमकुर रोड, यशवन्तपूर, बेंगलूर - ५६० ०२२

Tel./fax: 080-2347 4404

No.CGIT.LC/BNG/Deptn./2020-21/

Dated: 10.12.2020.

CIRCULAR

Sub: - Filling up the post of 'Secretary to Court' on deputation basis in the office of CGIT Cum Labour Court, Bangalore -reg.

Applications are invited in the prescribed proforma (Annexure-1) from eligible candidates for appointment, on transfer on deputation basis to the post '**Secretary to Court**' in the office of the CGIT Cum Labour Court, Bangalore. The post belongs to General Central Service (Group B, non-Gazetted, Ministerial) in the pay scale of Level 6) in the pre-revised pay scale of Rs.9300-34800 + Rs.4200 Grade Pay.

2. The period of deputation shall ordinarily be for one year initially which may be extended up to three years subject to suitability or until the post is filled up by way of promotion on regular basis, whichever is earlier. The terms of deputation will be governed by the G.O.I under their OM No.6/8/2009/Estt. (Pay II) dated 17.6.2010 and No. 2/6/2016/Estt. (Pay II) dated 17.2.2016 as amended from time to time.

3. Eligibility criteria for transfer on deputation:-

(a) Persons holding analogous post on regular basis.

Or

(b) UDC's who have put in not less than 10 years of regular service in the grade.

(c) Persons not due for retirement on Superannuation within next four years.

(d) Judicial and Computer knowledge is desirable.

4. Nature of duties attached to the post:-

(i) To act as Incharge of the Tribunal

(ii) To supervise Accounts & Administrative Work.

(iii) To look after all court work and other connected matters.

(iv) To maintain confidential papers.

(v) To assist the Presiding Officer in holding camp courts & Lok Adalats.

(vi) To sign notices, summons, letters etc. pertaining to court.

(vii) To certify copies of documents/records.

(viii) To look after all routine office correspondence like casual accounts/establishment matters etc.

(ix) To act as Bench Clerk as and when exigency arises.

(x) To act as CPIO under RTI Act, and attend all other administrative work as entrusted by the Presiding Officer from time to time.

5. Applications of eligible and willing candidates along with Photostat copies of ACR dossiers (duly attested) for the last 5 years and vigilance clearance certificate may be forwarded to the undersigned latest by 12th January 2021.

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


(Justice Smt. Rathnakala), 12/2020
CGIT Cum Labour Court,
BANGALORE

To

1. The Secretary, Govt. of India, Ministry of Labour & Employment, New Delhi with a request that the post may widely circulated among the Central Govt. offices in the country and to upload in Ministry's website through NIC.
2. All Ministries & Department of Govt. of India.
3. All attached /Subordinate offices of the Ministry of Labour & Employment.
4. The DGE&T, Ministry of Labour & Employment, New Delhi.
5. Office of the CLC, New Delhi,
6. All Dy. CLCs, Govt. of India, Ministry of Labour & Employment.
7. All CGIT.LCs
8. All Central Govt. Offices
9. Notice Board.

PROFORMA

1. Name (in Block Letters)
2. Designation.
3. Name of the service to which the applicant belongs.
4. Whether appointed on regular/temporary/ adhoc basis and date of such appointment.
5. Present Pay and Pay Band & Grade Pay.
6. Date of Birth.
7. Educational Qualification.
8. Whether the applicant fulfills the eligibility condition Prescribed.
9. Date of joining Govt. service.
10. Post held since joining the services with dates and details of duties performed during the period.

(Signature of the Applicant)

Certificate to be given by 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. Photostat copies of ACR dossiers duly attested enclosed.

(Signature Head of Office)