



Govt. of India
Ministry of Labour and Employment
Central Govt. Industrial Tribunal
cum-I labour Court-II, Delhi

Room No. 208, 3rd Floor,
Rouse Avenue Court Complex,
Deen Dayal Upadhyay Marg,
L.T.O., New Delhi-110002.
Date: 28.09.2022

VACANCY CIRCULAR No. 3


Sub: Filling up of the posts of Personal Assistant and U.D.C on deputation basis in the CGIT-cum-I labour Court No. II, Delhi.

Application are invited from eligible candidates for filling up of the posts of Personal Assistant and U.D.C transfer on deputation basis, initially for a period of 3 years, are invited from eligible candidates:

Name of the post	scale of pay	Eligibility
Personal Assistant	Rs.35400-112400 Level-6	The officers of Central Government; (a) holding Analogous post on regular basis and (b) possessing the qualifications and experience prescribed for direct recruits i.e. (i) 10 plus 2 from a recognized Board, (ii) Skill test norms dictation 10 minutes & 100 w.p.m transcription: 40 Minutes (Eng.) 55 Minutes (Hindi) on computer.
U.D.C	Rs.25500-81100 Level-I	Persons holding analogous post On regular basis or U.D.C's who have put in not less than 8 years of regular in the grade.

The terms of deputation will be governed by the usual terms and conditions applicable to such deputation to the Government of India.

Application in the prescribed proforma (Annexure-I) of eligible and willing candidates along with their photo state copies of ACRs dossiers (dully attested) and Vigilance Clearance may be forwarded to the under signed latest by 31st October, 2022.


(Pranita Mohanty)
Presiding Officer

Copy to:

- (1) All attached/subordinate offices of the Ministry of Labour, (2) DGE & T, Ministry of Labour, New Delhi, (3) Office of the CLC (C) New Delhi, (4) All Section/Desks/ Units/ Division in the Ministry of Labour, New Delhi, (5) Notice Board, (6) All Central Govt. Offices, (7) CLS-II Section with request to process of publication of this circular in the website.


(Pranita Mohanty)
Presiding Officer

PROFORMA FOR THE POST OF STENO / UDC in CGIT-CUM-LC-2, DELHI
(To be typed in double space on single side)

- 01 Name of the applicant (In Block Letters)
- 02 Name, Address and Contact no. of the office where working
- 03 Contact Details of the applicant
 - a) Mobile No
 - b) E-mail ID
 - c) Landline No
 - d) Residential Address
- 04 Date of Birth
- 05 Date of Retirement
- 06 Sex(Male/ Female)
- 07 Present Post Held in Parent Department
 - a) Date
 - b) Designation
 - c) Name of Department (Adhoc/Regular)
 - d) Pay Scale of the post held (In case of drawing a different scale than that of the post due to financial upgradation or Otherwise)
 - e) Pay scale of grant of ACP/MACP or NFSG
 - f) Brief nature of duties
 - g) Details of Service(Central Government/State Government/ Other (Please Specify)
- 08 Details of earlier deputations if any
 - a) Whether presently holding deputation post (Yes/No)
 - b) If Yes, Please mention, Name of the Department, Designation, Pay Scale of the deputation post, Present Basic Pay Drawn, Date from which on deputation and date of expire of present term of deputation

09. Brief Service Particulars in chronological orders from entry in to the Government Service till date including periods and financial upgradations, if any (As per following format)

Sl. no.	Department	Post Held	Period		Pay Scale of the post		Brief nature of duties
			From	To	At the time holding the post	Present	

10. Education qualification in chronological order including professional qualifications (As per following format)

Sl No.	Degree/ Diploma	Year of Passing	Subjects Taken	Board /University

11. Category (Gen/SC/ST/OBC) :

Signature of the Applicant

Certificate to be furnished by the Head of Office

1. Service particulars of _____ furnished above have been verified from his/her service records and found correct.
2. Certified that no vigilance enquiry / Disciplinary proceeding is pending or contemplated against - _____
3. _____ will be relieved of his / her duties from this office to take up assignment in the Central Administrative Tribunal, on his / her selection for appointment to the post.

Place – New Delhi

Date

Name
Designation
Office Seal

Signatures