

No. 11013/1/2010-Estt
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi
Dated: 10.01.2024

OFFICE MEMORANDUM

Subject : Recruitment to the post of Legal Assistant in the Ministry of Tribal Affairs

It has been decided to fill up one post of Legal Assistant (General Central Service, Group 'B', Non-Gazetted, Non- Ministerial) in this Ministry in the scale of 'Pay Level 7' as per 7th CPC by appointment of suitable officer under Central Government by transfer on deputation basis. Details of the post and eligibility conditions are given in **Annexure I**.

2. On appointment to the post, the pay of the officer will be regulated in accordance with the Ministry of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

3. It is requested that application of the eligible and willing officers, whose services could be spared immediately, on selection, may be forwarded, in triplicate, in the prescribed pro forma given in **Annexure II** along with complete and up to date Annual Confidential Reports, Vigilance Clearance and Integrity Certificate in respect of the applicants through proper channel to the Under Secretary (Admin), Ministry of Tribal Affairs, Room No. 400, C-wing, Shastri Bhawan, New Delhi- 110001 within 60 days from the date of issue of publication of this Circular in Employment News. In case, it is decided to send copies of the Confidential Reports, these may be attested by an Officer not below the rank of Under Secretary to the Govt. of India.

4. Applications received after the specified period and/or found incomplete in any manner will not be considered. Candidate once selected will not be allowed to withdraw his/her candidature subsequently under any circumstances. Advance copies of the application will not be entertained under any circumstances.

Dilip Kumar Sahu
10.01.2024

(Dilip Kumar Sahu)

Under Secretary to the Govt. of India

Tele: 23387187

1. All Ministries/ All State Govt./Departments under the Govt. of India.
2. All attached/sub-ordinate Offices of all Ministries
3. All PSUs/ Recognized Research Institutions/TRIs/autonomous bodies
4. All Desks/Sections/Units of the Ministry of Tribal Affairs.
5. NIC, MoTA for uploading it on website of this Ministry.

Sol (conditions)

ANNEXURE-ABIO-DATA/ CURRICULUM VITAE PERFORMA

1. Name and Address (in Block Letters)			
2. Date of Birth (in Christian era)			
3. i) Date of entry into Service.			
ii) Date of retirement under Central/State Govt. Rules.			
4. Educational Qualifications			
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).			
Qualifications/ Experience required as mentioned in the advertisement/vacancy circular.		Qualifications/experience possessed by the officer	
Essential :		Essential:	
A. Qualification		A. Qualification	
B. Experience		B. Experience	
Desirable:-		Desirable:-	
Experience		Experience	
5.1 Note:- In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio- Data) with reference to the post applied.			

Contd...

-2-

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institute	Post held on/ from regular basis	To	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for.

*** Important:** financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institute	Level in the Pay Matrix drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment deputation/contract	c) Name of the parent office/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			

Contd...

-3-

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government		
b) State Government		
c) Autonomous Organisation		
d) Government Undertaking		
e) Universities		
f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.		
13. Are you in the Revised Scale of pay (7 th CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Level in the Pay Matirx (7 th CPC)	Index Number in the level	Basic Pay
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with the Scale of Pay and rate of Increment	Dearness pay/Interim relief / other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) (Note: enclose a separate sheet, if the space is insufficient.)		

Contd...

-4-

<p>16. BAchievements: The candidates are required to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects ,</p> <p>(ii) Awards/Scholarships/ Official Appreciation,</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation,</p> <p>(v) any research/innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for Deputation(ISTC)/Absorption Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of the non-Government Organisations are eligible only for Short Term Contract.</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Mobile/Contact No. _____

Date: