



सत्यमेव जयते

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

Room No.208, IInd Floor
Rouse Avenue Court Complex,
Delhi-110002

Dated: 25.08.2020

No.1/6/20-CGIT-II/ND/

CIRCULAR

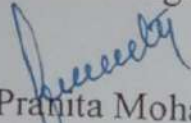
Sub: Filling up of the posts of Personal Assistant and U.D.C. on deputation basis in the CGIT-cum-Labour Court No.II, Delhi.

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	Pay Level-6	Persons holding analogous post on regular basis or with 10 years service in the grade rendered after appointment thereto on regular basis in the scale of pay Level - 4.
U.D.C.	Pay level - 4	Persons holding analogous post on regular basis or LDC's who have put in not less than 8 years of regular service 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 alongwith their photostate copies of ACRs dossiers (duly attested) and Vigilance Clearance may be forwarded to the undersign latest by 25th September, 2020.


(Pranita Mohanty)
Presiding Officer

Copy to :

(1) All attached/Subordinate offices of the Ministry of Labour, (2) D G E & 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) CLS-II Section with request to process of publication of this circular in the web-site.



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

Room No.207, IInd Floor
Rouse Avenu Court Complex,
Delhi-110002
Dated: 25.08.2020

No.1/8/20-CGIT-I/ND/

CIRCULAR


Sub: Filling up of the posts of Personal Assistant and U.D.C. on deputation basis in the CGIT-cum-Labour Court No.I, 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	Pay Level-6	Persons holding analogous post on regular basis or with 10 years service in the grade rendered after appointment thereto on regular basis in the scale of pay Level - 4.
U.D.C.	Pay level - 4	Persons holding analogous post on regular basis or LDC's who have put in not less than 8 years of regular service in the grade.

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PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF _____
(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) Nature of Appointment (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 on grant of ACP/MACP or NFSG) _____
 - (f) Brief nature of duties _____
 - (g) Details of Service [Central Government / State Government / Others (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 expiry of present term of deputation. _____
09. Brief Service Particulars in chronological orders from entry into the Government Service till date including deputation 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 of holding the post	Present	

10. Educational 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) _____
12. Choice of Station _____

Signature of the Applicant

Certificate to be furnished by the Head of Office

1. Service particulars of Sh. / Smt. _____ 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 Sh. / Smt. _____
3. Sh. / Smt. _____ 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:

Signature re:

Name:

Designation:

Date:

Office Seal: