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:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Scale of pay</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Assistant</td>
<td>Pay Level-6</td>
<td>Persons holding analogous post on regular basis or with 10 years service in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the grade rendered after appointment thereto on regular basis in the scale of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>pay Level – 4.</td>
</tr>
<tr>
<td>U.D.C.</td>
<td>Pay level-4</td>
<td>Persons holding analogous post on regular basis or LDC’s who have put in not</td>
</tr>
<tr>
<td></td>
<td></td>
<td>less than 8 years of regular service in the grade.</td>
</tr>
</tbody>
</table>

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.

(Pramita 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.
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:

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</thead>
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<tr>
<td>Personal Assistant</td>
<td>Pay Level-6</td>
<td>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.</td>
</tr>
<tr>
<td>U.D.C.</td>
<td>Pay level - 4</td>
<td>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.</td>
</tr>
</tbody>
</table>

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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 order from entry into the Government Service till
date including deputation periods and financial upgradations, if any (As per following format)

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Department</th>
<th>Post held</th>
<th>Period From</th>
<th>Period To</th>
<th>Pay Scale of the post</th>
<th>At the time of holding the post Pay Scale</th>
<th>Brief nature of duties</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Degree</th>
<th>Diploma</th>
<th>Year of Passing</th>
<th>Subjects taken</th>
<th>Board / University</th>
</tr>
</thead>
</table>

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: ______________________