



Government of India  
**Ministry of Labour & Employment**  
**Central Government Industrial Tribunal-cum-Labour Court**  
'B' Block, 7<sup>th</sup> Floor, Multi Storied Building, Lal Darwaja  
Ahmedabad-380 001

Tel. No. (079) 25505506

No. CGIT/Ahmedabad/2023-24/93

04.10.2023  
Date: 03.10.2023

**CIRCULAR**

**Subject: Filling up of one post of Personal Assistant on Deputation basis in the Central Government Industrial Tribunal-cum-Labour Court, Ahmedabad – regarding.**

Applications are invited in the prescribed pro-forma (Annexure-1) from eligible candidates for appointment to the post of **Personal Assistant** on Deputation basis in the office of Central Government Industrial Tribunal-cum-Labour Court, Ahmedabad.

2. The post belongs to General Central Service (Group B, non-gazetted, Ministerial) in the pay scale of Level 6 (Rs.35400 – 112400/-) in the pay matrix as per 7<sup>th</sup> CPC. Pay & allowances and other conditions of deputation shall be regulated as per the guidelines issued by the DoPT from time to time.
3. The period of deputation shall ordinarily be one year initially which may be extended up to three years subject to suitability or until the post is filled by way of direct recruitment on regular basis, whichever is earlier. The terms of deputation and service conditions of employee may be altered and will be governed by the Government of India. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
4. Eligibility criteria for transfer on deputation basis is as under:
  - a. Persons holding analogous post on regular basis in Central Government.  
and
  - b. Possessing the qualification and experience prescribed for direct recruitment rules.
    - (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).

5. It is requested that the applications of interested, eligible and suitable candidates who can be spared for appointment may be sent (in duplicate), after duly certifying the details given by the candidate in the Bio-data in the enclosed pro-forma along with their complete up to date ACRs (attested photo copies of last five years) and Vigilance Clearance Certificate so as to reach the undersigned on the following address, latest within one month from the date of issue of this circular:

**The Presiding Officer**  
**Central Government Industrial Tribunal-cum-Labour Court,**  
**B-Block, 7<sup>th</sup> Floor, Multi Storey Building, Lal Darwaja,**  
**Ahmedabad (Gujarat) – 380001**

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

-82/  
(Sunil Kumar Singh - I)

Presiding Officer

CGIT-cum-Labour Court

Ahmedabad

To,

- i. The Under Secretary (CLS-II), Government of India, M/o Labour and Employment, New Delhi with a request that the circular may widely be circulated & be uploaded at Ministry's website through NIC.
- ii. Website of CGIT-cum-Labour Courts
- iii. Notice Board of this office.
- iv. The Registrar General, Hon'ble High Court of Gujarat, Ahmedabad with a request to place on the notice board.
- v. Guard File, CGIT-cum-Labour Court, Ahmedabad.

(Sunil Kumar Singh - I)

Presiding Officer

CGIT-cum-Labour Court

Presiding Officer

C.G.I.T. cum Labour Court

AHMEDABAD



**PROFORMA**

1. Name (in Block Letters):
2. Designation:
3. Name of service to which the applicant belongs:
4. Whether appointed on regular /temporary/ad-hoc basis and date of such appointment:
5. Present pay and pay band with Grade pay:
6. Date of Birth:
7. Educational Qualification:
8. Special Qualification, if any:
9. Whether the applicant fulfils the eligibility condition prescribed:
10. Date of joining in Govt. service:
11. Post held since joining the service with dates and details of duties performed during the period:
12. Brief service particulars:

(Signature of Applicant)

**Certificate to be given by the 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. Photo copies of ACR dossiers duly attested enclosed.

(Signature of forwarding authority with name, designation and stamp)