

GOVERNMENT OF INDIA
SECOND NATIONAL JUDICIAL PAY COMMISSION

Dated : 28.05.2018

VACANCY CIRCULAR

Applications are invited for filling up the following post in the Second National Judicial Pay Commission, New Delhi **on deputation basis or on re-employment on contractual basis** for a period of one year from the candidates who fulfill the following eligibility conditions:

S.No.	Name of Post in Pay Scale	No. of Posts	Eligibility Conditions
1.	Principal Private Secretary (PPS) Rs.67700-208700/- (Pay Level-11)	1	<p><u>For deputation :</u></p> <ul style="list-style-type: none">• Officers under Central Government and Autonomous Organizations following Central Government rules/norms/procedures/pay scales etc. holding analogous post on regular basis in the parent Cadre/Department or having four years regular service the pay scale of Rs.56100-177500/- (Pay Level-10) in the parent cadre/Department or having five years regular service in posts in the pay scale of Rs.47600-151100/- (Pay Level-8) in the parent Cadre/Department and possessing knowledge of secretarial practices, good stenographic and typing skills and proficiency in handling computers. <p><u>For re-employment on contractual basis</u></p> <ul style="list-style-type: none">• Officers who held analogous post under Central Government or State Government or Supreme Court or High Court or District Courts or Tribunals or Statutory/ Autonomous bodies on regular basis at the time of retirement and;• possessing knowledge of computer operations, secretarial practices and good stenographic and typing skills.

Contd....(2)

For Deputation :

1. The Officers should not have crossed the age of 56 years as in the closing date of receipt of application. Application of eligible and willing officers may be forwarded in the enclosed Annexure through proper channel.
2. While forwarding the application in the prescribed format, the following documents may also be sent along with the application :
 - i. CR Dossier/attested copies of the ACRs/APAR of the applicant for the last five years;
 - ii. Cadre clearance, clearance from vigilance and disciplinary angle, statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years;
 - iii. A certificate that in the event of selection, the officer would be relieved to join the duties of the post.

For re-employment on contractual basis :

1. The officers should not have crossed the age of 64 years as in the closing date of receipt of application.
2. While forwarding the application in the prescribed format, the relevant documents i.e. PPO, education certificates, discharge book etc. where applicable may be sent along with the application.

Application of eligible and willing officers may be forwarded in the prescribed proforma Annexure-I through proper channel directly to the **Member Secretary, Room No.252, First Floor, Vigyan Bhawan Annexe, New Delhi-110 011** by 15.06.2018.

Applications received after the last date will not be entertained.

V.K. Gupta
Member Secretary

BIO-DATA PROFORMA
(For Deputation)

1. Name and Office address in block letters:
2. Designation, Pay Band with Grade Pay
(Substantive pay drawn since when) :
3. Name of the Post applied for :
4. Date of Birth :
5. Date of retirement under Central/Govt.
Rules :
6. Educational Qualifications :
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient.

Office/Organization/Institute	Post Held	From	To	Scale of Pay/Pay Band and Grade Pay	Basic Pay	Nature of duties

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
9. Nature of present employment i.e.
ad-hoc or temporary or permanent :
10. In case the present employment is held on deputation/contract basis, please state:
 - i. The date initial appointment on deputation
 - ii. Period of appointment on Deputation/Contract
 - iii. Name of the parent office/organization to which you belong
11. Additional details about present employment. Please state whether working under :-
 - i. Central Government
 - ii. Autonomous Organizations
12. Additional information, if any, which you would like to mention in support for your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Whether belongs to SC/ST :2:
14. Residential Address :
15. Contact No. :
16. Any other information :

Countersigned
Employer .

Signature of the candidate
Date :

BIO-DATA PROFORMA
(For re-employment)

1. Post applied for :
2. Name (in capital letters) :
3. Whether belongs to SC/ST category :
4. Age and date of birth :
5. Date of joining service and retired :
6. Designation & Ministry/Department ,
from which retired :
7. Date of appointment to the grade which
Retired with Band/Grade Pay :
8. Pay Band with Grade Pay which retired :
9. PPO No. and date :
10. Educational Qualification :
11. Training/Experience if any :
12. Any other special qualification or
Experience :
13. Residential Address :
14. Contact No. :
15. Any other information :

Signature of the candidate

Date :