

A-35(13)/SCLSC/2017
Government of India
Supreme Court Legal Services Committee
Department of Justice

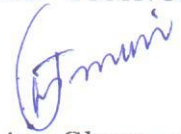
107, Lawyers Chambers,
Supreme Court of India,
New Delhi - 110011
Phone : 23388313

VACANCY CIRCULAR

Applications are invited from the employees working in Central/State Govts, Autonomous Organizations etc. for filling up the following post on deputation basis in Supreme Court Legal Services Committee, a Statutory Body constituted under an Act of Parliament :-

| S.No. | Name of post | Pay Level in Pay Matrix under the 7 th CPC | Total number of post. |
|-------|-----------------|---|-----------------------|
| 1. | Under Secretary | Level -11 of the Pay Matrix | 1 (one) |

2. The prescribed application form, eligibility criteria and other details are available at www.sclsc.nic.in. Any addendum/corrigendum shall be posted only on the SCLSC's website i.e. www.sclsc.nic.in. The application in prescribed proforma along with necessary enclosures as given on the website should reach within 30 days from the date of publication of this advertisement addressed to **The Secretary, Supreme Court Legal Services Committee, 107, Lawyers Chamber, Supreme Court Compound, New Delhi-110001**. The applications received only through proper channel will be entertained. Applications received directly or after closing date will not be entertained.


(Jasmine Sharma)
Secretary

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Government of India
Supreme Court Legal Services Committee
Department of Justice

107, Lawyers Chambers,
Supreme Court of India,
New Delhi -110011
Phone : 23388313

VACANCY CIRCULAR

The Supreme Court Legal Services Committee, a Statutory Body constituted under an Act of Parliament proposes to fill up the following post on deputation basis :

| S.No. | Name of post | Pay Level in Pay Matrix under the 7 th CPC | Total number of post. | Eligibility |
|-------|-----------------|---|-----------------------|---|
| 1. | Under Secretary | Level -11 of the Pay Matrix | 1 (one) | <u>Deputation</u> : Officers holding analogous post on regular basis in the parent cadre/department or : Section Officer/Superintendent with eight years' regular service. <u>Essential qualification/Experience:</u> Officials should have knowledge of Accounts, Administration, Judicial and RTI. |

Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government/State Government shall ordinarily not to exceed 5 years and will be subject to the age of superannuation as determined by Government of India. The upper age limit for deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

The applications in the prescribed form (Annexure -A) of the suitable officers who satisfy the requirements and whose services can be spared immediately may kindly be forwarded along with the attested copies of ACRs for the last five years and Vigilance Clearance so as to reach the undersigned on or before the last date of receipt of the application **i.e. 8th January, 2018**. Incomplete applications and applications received after the stipulated date will not be entertained.

The appointment shall be made initially for a period of one year on usual deputation terms and conditions, Govt. orders issued from time to time and subject to Recruitment Rules to be finalized by the Supreme Court Legal Services Committee. The post will carry pay and allowances as per the current rates in terms of the 7th Central Pay Commission as notified by the Central Government from time to time.


(Jasmine Sharma)
Secretary

**Application for the Post of Under Secretary in Supreme Court Legal Services
Committee**

1. Name and address (in Block Letters) :
2. Date of Birth (in Christian Era) :
3. Date of Retirement :
4. Qualifications :
5. Details of Employment, in chronological order:

| Office/Instituti on | Post held | From | To | Pay Level in Pay Matrix | Nature of duties (in detail) | ACR/APAR last 5 years |
|------------------------|--------------|------|----|-------------------------------|------------------------------------|--------------------------|
| | | | | | | |

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
7. In case the present employment is held on deputation basis, please state :-
 - a) The date of Initial appointment.
 - b) Period of appointment on deputation.
 - c) Name of the parent office/organization.
8. Additional information, if any, which you would like to mention in support of your suitability for the post.

Signature of the Candidate

Address :

Date :

**Countersigned
(Employer with seal)**

Certificate to be furnished by the employer Head of Office/Forwarding Authority.

1. It is certified that there is no vigilance /disciplinary case either pending or is being contemplated against him/her.
2. His/her integrity is certified to be beyond doubt.

Signature

Name :

Designation :

Telephone Number :

Place :

Dated :