

No. L-11016/1/2011-Adm.III
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated Jan. , 2012

OFFICE MEMORANDUM

Subject: Filling up of one (ex-cadre) post of Private Secretary to the Chairman of the Board of Arbitration (JCM), Ministry of Labour and Employment on transfer on deputation basis.

The undersigned is directed to refer to M/o Labour and Employment's Circular of even no. dated 5.12.2011 (copy as per overleaf) and to say that the last date for receipt of applications has been extended upto 2.04.2012.

It is therefore again requested that the applications of interested, eligible and suitable officers who can be spared for appointment may please be sent (in triplicate), after duly certifying the details given by the officers in the Bio-Data in the enclosed proforma along with their complete up to date ACRs (attested photo copies of last five years) and Vigilance Clearance certificate may be sent so as to reach Sh. Jagdish Kumar, Under Secretary, Ministry of Labour and Employment, Rafi Marg, New Delhi **latest by 2.04.2012.**

Encl: As above

(ARUN KUMAR SAIGAL)
Section Officer
Tele: 23317679/
23473390/
23473133

To:

1. All Ministries/Department of the Govt. of India

Copy for similar action to:-

1. All Attached/Subordinate Offices/Autonomous Bodies in the M/o Labour and Employment.
2. All Sections in M/o Labour and Employment (including DGE&T, CLC, DGLW)
3. P.S. to Chairman, Board of Arbitration, 1108, Ansal Bhawan, 16, Kasturba Gandhi Marg
4. Hindi Unit for Translation
5. Spare Copy/Office Order Bundle

No. L-11016/1/2011-Adm.III
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated Dec. 5 , 2011

C I R C U L A R

Subject: Filling up of one (ex-cadre) post of Private Secretary to the Chairman of the Board of Arbitration (JCM), Ministry of Labour and Employment on transfer on deputation basis.

It is proposed to fill up one (ex-cadre) post of Private Secretary to the Chairman of the Board of Arbitration (JCM), in the Pay Band of Rs. 9300-34,800/- with Grade Pay of Rs.4600/- (Group 'B' Gazetted, Ministerial). In accordance with the Recruitment Rules, the post is to be filled by transfer on deputation from the officers under the Central Government holding (i) analogous post (ii) post of Stenographers in the Pay Scale of Rs. 5500-9000/- (Rs.1640-2900) (pre-revised) or equivalent with 3 years continuous service in the grade, or (iii) 8 years regular service in post in the scale of Rs. Rs.5000-8000/- (Rs.1400-2300/2600)) (pre-revised) or equivalent.

2. The work of the Board of Arbitration (JCM) is of a Quasi judicial in nature. Knowledge of Court's work will be an added qualification. The Pay of the officer selected will be regularized with the orders contained in the Ministry of Finance, Department of Expenditure O.M. No. 10/24/E.III/60 dated 04.05.1961 as amended from time to time. For deputation, the officer selected will be appointed on usual deputation terms initially for a period of 3 years.

3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. It is requested that the applications of interested, eligible and suitable officers who can be spared for appointment may please be sent (in triplicate), after duly certifying the details given by the officers in the Bio-Data in the enclosed proforma along with their complete up to date ACRs (attested photo copies of last five years) and Vigilance Clearance certificate may be sent so as to reach Sh. Jagdish Kumar, Under Secretary, Ministry of Labour and Employment, Rafi Marg, New Delhi latest within **six weeks** from the date of issue of this circular.

Encl: As above

B.L.TIKANIA
Deputy Secretary to the Govt. of India
& HoD, BOA (JCM)
Tele: 23766935

To:

1. All Ministries/Department of the Govt. of India
2. All Sections/Attached/Subordinate/Autonomous Bodies in the M/o Lab. and Empl.
3. P.S. to Chairman, Board of Arbitration, 1108, Ansal Bhawan,16, Kasturba Gandhi Marg
4. Hindi Unit for Translation
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PROFORMA

1. Name (Capital letters) :
2. Post held at present and whether it is cadre or ex cadre :
3. Permanent /Temporary :
4. Date of Birth :
5. Present Pay :
6. Present Scale of Pay :
7. Educational Qualification :
8. Special Qualifications (if any) :
9. Date of return from the last ex-cadre post :
10. Date of appointment to the present post :
11. Date of return from the last Deputation :
12. Whether belong to SC/ST :
13. Experience :
14. Brief service particulars :

Signature of the
applicant with date.

This is to certify that the above information furnished by _____
_____ are true and correct.

Signature of forwarding
authority with name,
designation, address
and date