

No.15011/164/2014-Jus(AU)
Government of India
Department of Justice

Jaisalmer House, 26 Mansingh Road,
New Delhi. Dated: 23rd May, 2016.

Office Memorandum

Subject: Filling up the post of Parliament Assistant in the Department of Justice

The undersigned is directed to circulate the vacancy of Parliament Assistant in Department of Justice, Ministry of Law & Justice. The duties of the post are given in Annexure-I. The Parliament Assistant will attend the duties concerning Department of Justice.

2. The Upper Division Clerk or Assistant Section Officer on selection and appointment as Parliament Assistant will draw his/her pay and special allowance as admissible under the relevant instructions of the Government which is at present at the rate of Rs.800/- for UDCs and Rs.1,000/- for Assistant Section Officer respectively for every calendar month in which the Parliament is in the Session for at least 15 days in that month. For months with shorter periods of Session the special allowance will be admissible at half rates prescribed for the full month. No overtime allowance shall be paid to the Parliament Assistant for the calendar months in which the Parliament is in Session. The period of appointment shall ordinarily not exceed to three years.

3. All Ministries/Departments are requested that the application of interested Assistant Section Officers (CSS)/UDC(CSCS), having five years experience, may be forwarded to the undersigned along with the CR Dossiers of the candidates for the last five years as well as vigilance clearance and Integrity Certificate on or before 24th June, 2016. Names once considered will not be allowed to be withdrawn.

lwl
(Prem Lata Kaushik)

Under Secretary to the Govt. of India

Tel. 23072549

To

1. Prime Minister's Office, South Block, New Delhi.
2. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
3. All Ministries/Department of Govt. of India

4. website of DOJ for uploading - 1110

