

A-35(13)SCLSC/2017

**SUPREME COURT LEGAL SERVICES COMMITTEE**  
(107, Lawyers Chambers, Supreme Court of India, New Delhi)  
Phone: 011-23112153, 23112154

**BY SPEED POST**  
**VACANCY CIRCULAR**

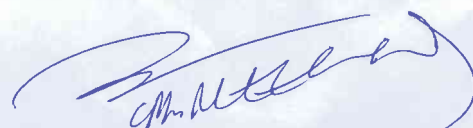
The Supreme Court Legal Services Committee, a Statutory Body constituted under an Act of Parliament proposes to fill up the following post on deputation basis:

S.NO	NAME OF POST	PAY LEVEL IN PAY MATRIX UNDER 7TH CENTRAL PAY COMMISSION	TOTAL NUMBER OF POST	ELIGIBILITY
1	Under Secretary	Level-11 of the Pay Matrix	1 (One)	<b>Deputation:</b> Officers holding analogous post on regular basis in the parent cadre/department or:  Section Officer/Superintendent with eight years' regular service.  <b><u>Essential qualification/Experience:</u></b>  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. 31<sup>st</sup> January, 2021**. 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 of 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 7<sup>th</sup> Central Pay Commission as notified by the Central Government from time to time.



(Mezivolu T. Therieh)  
Secretary.

Dated: 24.12.2020

**ANNEXURE-A**

**APPLICATION FOR THE POST OF UNDER SECRETARY IN THE OFFICE OF THE  
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/institution	Post held	From	To	Pay Level in Pay Matrix	Nature of duties(in details)	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.

Date:

Signature of the Candidate

Address:

**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 is beyond doubt.

Signature:

Name:

Designation :

Telephone No.:

Dated:

Place: