

Telephone No. 24363667

**No. 4/1/2009-CLB
GOVERNMENT OF INDIA
COMPANY LAW BOARD**

**Paryavaran Bhawan
3rd Floor, B-Block,
CGO Complex,
Lodhi Road
New Delhi – 110 003.**

Dated: 30/6/2011

Circular

Subject: - Filling up the post of Senior Legal Assistant in Company Law Board, at
Kolkata, Mumbai and Chennai.

The services of suitable officials are required for filling up three posts of Senior Legal Assistant on Deputation basis in the pay scale of Rs. 5500 – 150 – 9000 (pre-revised) now at present Rs.9300-34800 with Grade Pay of Rs.4200 one each at the office of Company Law Board, Kolkata, Mumbai and Chennai. The eligibility requirement/qualification, experience and other details about the post are given in Annexure – I.

2. The period of Deputation will be of three years. The pay and other terms shall be regulated in accordance with the Department of Personnel & Training O.M. No. 2/12/87/Estt.(Part.II) dated 29/4/1988 as amended from time to time.

3. It is requested that the particulars of suitable persons who are eligible and are willing to be considered for the post and who can be spared, may be furnished in the proforma given in Annexure – II (in duplicate) along with the documents/information in respect of the candidates, to the undersigned within 30 days from the issue of this circular:-

1. Up to date C.R. Dossier (in case photocopies are being sent, it may kindly be ensured that these are attested by an officer not below the rank of Under Secretary to the Government of India.
2. Vigilance Clearance Certificate (in a separate sheet).
3. Integrity Certificate in a separate sheet signed by an officer not below the rank of Deputy Secretary, to the Government of India.
4. Statement showing Major/Minor penalties imposed, if any, on the officer during the last ten years (in a separate sheet).

4. Application received after the last date or applications incomplete in any respect or those not accompanied by the documents/information mentioned in para 3 above will **NOT** be considered. The Cadre Authorities may ascertain that the particulars sent by the Officers are correct as per their service records.

G. Venkateswara Subbaiah

(G.V. Subbaiah)

Under Secretary to the Government of India

Distribution:-

1. All Ministries/Departments, Government of India with the request to circulate in all the field offices.
2. All RDs, ROCs, O.Ls of Ministry of Corporate Affairs.
3. DGI&R, SFIO, CCI.
4. All CLB Offices (New Delhi, Kolkata, Mumbai & Chennai.).
5. All Sections of MCA.
6. CAT / BIFR / ITAT.

ANNEXURE – I

- Name of the Post : SENIOR LEGAL ASSISTANT
- No. of Posts : One at CLB, Kolkata
One at CLB, Mumbai
One at CLB, Chennai
- Pay Scale : Rs. 5000 – 150 – 8000 (pre-revised)
Rs. 9300-34800 with Grade Pay of Rs.4200/-
(Revised).
- Eligibility : Officers under the Central Government :
- (a) (i) holding analogous post, or
- (ii) three years regular service in the Pay Scale of Rs. 5500 –9000 (pre-revised) Rs. 9300 – 34800 with Grade Pay of Rs. 4200/- (Revised) or equivalent or
- (iii) Eight years regular service in the Pay Scale of Rs. 4500 –7000 (Pre-revised) Rs. 5200 – 20200 with Grade Pay of Rs. 2800/- (Revised) or equivalent; and
- (b) Possessing the following educational qualification and experience:
- (iii) Degree in Law from Recognized University or equivalent.
- (iv) Two years experience in dealing with Legal/company law matters.

ANNEXURE – II

APPLICATION FOR THE POST OF : **SENIOR LEGAL ASSISTANT at**

1. Name :
2. Designation :
3. Educational Qualification :
4. Present Post held and whether it is cadre or ex cadre post? :
5. Date of return from last ex-cadre post :
6. Date of continuous appointment in the present post. :
7. Experience
8. Brief Service Particulars (giving designation, Pay Scale, duration of service in each grade)
9. Whether SC/ST/OBC
10. Any other information

(Signature of the Candidate)

Recommendations of the Department/Ministry/Field offices of the Department should be forwarded with the applications with a certificate that the above particulars of the applicant are correct and that the applicant fulfills the eligibility criteria.

(Signature of the Officer of the concerned
Department/Ministry/Field Office).