

Telephone No. 24363667

No. 3/1/2009-CLB
GOVERNMENT OF INDIA
COMPANY LAW BOARD

PARYAVARAN BHAWAN
B-Block, 3rd Floor
C.G.O. Complex
Lodhi Road,
NEW DELHI – 110 003.
Dated: 08th July 2011.

Circular

Subject: - Filling up the post of Senior Private Secretary in Company Law Board.

The services of suitable officials are required for filling up six posts of Senior Private Secretary (one each at Chennai, Kolkata, Mumbai and three at New Delhi) on Deputation basis in the Pay Band PB2 Rs. 9300 – 34800 plus Grade Pay Rs. 4800/-. 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 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.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.).

ANNEXURE - I

Name of the Post	:	SENIOR PRIVATE SECRETARY
No. of Posts	:	Three at CLB, New Delhi One at CLB, Chennai One at CLB, Kolkata One at CLB, Mumbai
Band Pay	:	PB-2 Rs. 9300 – 34800
Grade Pay	:	Rs. 4800/-
Eligibility/Essential Qualification	:	Officers under the Central Government: (a) (i) Holding analogous posts on regular basis or (ii) Two years regular service in the Pay Band of PB2 Rs. 9300 – 34800, Grade Pay Rs. 4600/- (Pre revised Pay Scale Rs. 6500 – 200 – 10500) or equivalent or (iii) Six years regular service in the Pay Band of PB 2 Rs. 9300 – 34800, Grade Pay Rs. 4200/- (Pre revised Pay Scale Rs. 5500 – 175 – 9000) or equivalent; and (b) Possessing 120 w.p.m. in Stenography in English/Hindi and six years experience in stenography.
Desirable	:	Preference shall be given to persons having worked with any Judge/Judicial Officer/Member of Tribunal.

ANNEXURE – II

APPLICATION FOR THE POST OF: Senior Private Secretary 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/CLB 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).