

No. A-44014/1/2026 -VSP(A)
Government of India
Ministry of Law and Justice
Legislative Department
Vidhi Sahitya Prakashan

Indian Law Institute Building,
Bhagwan Dass Road, New Delhi
Dated: 5th August, 2026

VACANCY CIRCULAR

Subject: Appointment to One post of Proof Reader (Group C, Non-Gazetted) in Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice on deputation (including short term contract)/absorption basis- regarding.

Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice invites applications from the eligible officials for filling up the post of Proof Reader in Vidhi Sahitya Prakashan belonging to General Central Service, which are to be filled up on deputation (including short term contract) basis on usual terms and conditions.

2. The details and eligibility criteria for the said post is as follows:

Proof Reader one (01) post [Group 'C' (Non-Gazetted, non-ministerial) in Level 4 of pay matrix (Rs. 25500-81100)]

Eligibility Condition - Officials of the Central Government or State Government: -

- (a) (i) holding analogous post on regular basis, or
(ii) with eight years' regular service in the level-2 of the pay matrix.
- (b) possessing the following qualifications, namely:
 - (i) Knowledge of Computer operation.
 - (ii) Typing speed of 25 words per minute in Hindi on computer, and
 - (iii) Knowledge of Hindi proof reading and copy holding

Note.1 – The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment by deputation, similarly, deputationist shall not be eligible for consideration for appointment by promotion.

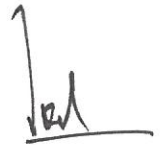
Note.2- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not exceed three years.

Note.3- The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of the receipt of application.

3. Pay of the officer selected for the post will be regulated in accordance with the provisions contained in the Govt. of India, Department of Personnel and Training, O.M. No. 2/29/91-Estt. (Pay.II), the 5th January, 1994, as amended from time to time.

4. The applications in the enclosed proforma (Annexure) from eligible and suitable Officials may be forwarded to this Department along with their up-to-date APARS of last five years, vigilance clearance and integrity certificate etc., so as to reach the undersigned within 60 days from the date of publication of the advertisement for aforesaid vacancies in the Employment News, and other Newspapers published Pan India. The candidates selected for the post will not be allowed to withdraw their name later on.

Encl.: - As above.



(Pradeep Kumar Singh)
Deputy Secretary to the Govt. of India

To

1. All Ministries/Departments of the GOI.
2. All Law Colleges/Universities.
3. Technical Director, NIC, DoP&T, Room No.31011,1st Floor, Kartavya Bhawan 03, New Delhi-with the request to upload the vacancy circular on the DoP&T's website.
4. NIC Cell, Ministry of Law and Justice for uploading the circular on the website of the Ministry (Legal Affairs and Legislative Department).

APPLICATION PROFORMA FOR THE POST OF PROOF READER IN THE MINISTRY OF LAW AND JUSTICE, LEGISLATIVE DEPARTMENT, NEW DELHI

Name of the Officer:

Father's/Husband Name:

Date of Birth:

Gender:

Educational qualification:

Post for which to be considered:

Present post held(with pay scale and date of appointment):

Permanent post held:

Brief particulars of service with nature of duties performed and experience:

Whether officers belong to Scheduled Cast/Scheduled Tribe community:

Permanent Address:

Address for communication:

Additional information if any, which you would like to mention

in support of your suitability for post:

Tel./Mob. No./E-mail ID:

Remarks:

Signature of the Candidate

DEPARTMENTAL ENDORSEMENT

Certified that the information given by Shri/Smt./Ms.....is correct and his/her services, will be spared in the event of his/her selection for appointment by deputation (including short term contract) to the post of Proof Reader in Vidhi Sahitya Prakashan, Legislative Department, Ministry of Law and Justice. He/She is clear from vigilance angle and no major/minor penalty has been imposed on him/her during the last 10 years. It is also certified that there is no doubt about the integrity of the officer and cadre clearance in respect of him/her has already been obtained. Copies of last five years Annual Performance and Appraisal Report in respect of the officer concerned are enclosed.

Signature.....

Name.....

Designation.....

Department.....

Date: