

VACANCY NOTIFICATION

1.	Name of the Organization:	Ministry of Law and Justice
2.	Level/Post	Group 'C' Non-Gazetted
3.	Name of the post:	Copy Holder
4.	Job Information	-
5.	Additional Job Information:	-
6.	No. of Vacancies (in figures):	02
7.	Work experience required	-
8.	Qualification required: Essential/ Desired	<u>Essential:</u> (i) 12 th Class pass from a recognized Board or University. (ii) Should be able to type at least 35 words per minute in English (Relaxable in case of physically handicapped persons). <u>Desirable:</u> (i) Experience of English copy holding or proof-reading work in a Printing Press or a Newspaper Office. (ii) Minimum knowledge of Hindi.
9.	Age range (in years):	Between 18 and 27 years of age. (Relaxable in accordance with the instructions or orders issued by Central Government).
11.	Location of Job:	As decided by the Competent Authority.
12.	Salary range per month (Approx CTC):	As per Level 2 of the Pay Matrix.
13.	Additional Benefits offered:	-

Last date to received names from RSB/ZSB	22 Jul 2025.
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Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.