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Government of National Capital Territory of Delhi
Home-III Department
5th Level C Wing, Delhi Secretariat, New Delhi

No.F.29(1)/2016/H.III/ALA/DFSS/1011

To

The Chief Secretaries/Principal Secretaries/Secretaries/Head of Departments
Of all the Central and State Governments.

Sub.: Filling up the one post of "Assistant Legal Advisor" in Delhi Fire Service, Govt. of Delhi on Deputation (Including Short Term Contract) basis.

Sir,

I am directed to state that the applications are invited from willing and eligible candidates working under the Central/State Governments for appointment to the post of "Assistant Legal Advisor" Group-B Gazetted Non-Ministerial, in the pay Scale of Rs.6500-200-10500/- (Pre-revised) {Rs.9,300-34,800 Plus Grade Pay 4600/-} in Delhi Fire Service, Govt. of NCT of Delhi on deputation (Including Short Term Contract) basis, on the following usual Terms & Conditions:-

- (a) (i) Holding analogous post on regular basis in the parent cadre/department
Or
(ii) With three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay Rs.5500-9000 (Pre-revised) or equivalent in the parent cadre/department
Or
(iii) With six years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-8000 (Pre-revised) or equivalent in the parent cadre/department;

AND

- (b) Possessing the following educational qualification and experience:-
(i) Degree in Law from a recognized University or equivalent; and
(ii) Three years experience as a Legal Practitioner or three years experience in legal work in a Government Department/ autonomous bodies/PSU.

The Departmental Legal Assistant in the pay scale of Rs.5500-9000(Pre-revised) with 3 years regular service will also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.

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Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of application.

Conditions:-


1. The deputation shall be governed by the normal terms and conditions fixed by the Govt. of India. The period of deputation will be one year in initial stage but it may be extended up to three years.
2. The pay scale of the selected officer will be fixed in accordance with the orders/instructions issued in this regard from time to time by the Government.
3. The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of the applications.
4. The competent authority has vested right to modify/change the advertisement and also be cancel the recruitment process at any stage, if necessary.

Nature of Duties required:- The selected officer for appointment to the post of "Assistant Legal Advisor" will be required to defend the cases in various courts as well as preparation of parwise comments/replies on the writ petition/addendum. Legal assistance as many legal cases are filed by the candidates/employee in Hon'ble CAT, High Court and Supreme Court regarding various service & other legal matters.

The applications (in duplicate) with bio-data on the prescribed proforma at Annexure-A, of the willing and eligible officials, who could be relieved in the event of selection, along with authenticated/attested photocopies of ACRs/APARs for the last five years on each page with stamp, Work & Conduct Report, Integrity Certificate, Vigilance Clearance Report, copies of educational qualification certificates and list of Major/Minor penalties imposed during the last 10 years may be forwarded to **Deputy Secretary (Home-III), Home Department, 5th Level, C-Wing, Delhi Secretariat, Govt. of NCT of Delhi, New Delhi-110002** through proper channel on or before **31 August 2016**.

Incomplete application or applications (Including advance copies) received after the prescribed date or not accompanied with required certificates/documents for the post will not be entertained in any case. The officer/officials applying for the post will not be permitted to withdraw their candidature later on.

Encl- Annexure-A


(O.P. MISHRA)
ADDL. SECRETARY(HOME)
GOVT. OF NCT OF DELHI

Application for the post of "**Assistant Legal Advisor**" on deputation basis in Delhi Fire Service, Govt. of NCT of Delhi, Head Quarter, Connaught Place, New Delhi-110001.

S.NO.	Contents	To be filled by the applicant																					
1.	Name of the Official																						
2.	Father's Name of the Official																						
3.	Office Address																						
4.	Date of Birth (In Christian Era)																						
5.	Date of Birth (in words)																						
6.	Date of appointment																						
7.	Date of Retirement under Central/State Govt. Rules																						
8.	Educational Qualifications																						
9.	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	Qualifications: Experience required/Experience possessed by the official/officer <table border="1"> <tbody> <tr> <td>Essential</td> <td></td> <td></td> </tr> <tr> <td>(i)</td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> </tr> <tr> <td>(iii)</td> <td></td> <td></td> </tr> <tr> <td>Desirable</td> <td></td> <td></td> </tr> <tr> <td>(i)</td> <td></td> <td></td> </tr> <tr> <td>(ii)</td> <td></td> <td></td> </tr> </tbody> </table>	Essential			(i)			(ii)			(iii)			Desirable			(i)			(ii)		
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(ii)																							
(iii)																							
Desirable																							
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(ii)																							
10.	Please state clearly whether in the light of entries made by above, you meet the requirements of the post (Yes/No)																						

11.	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient	Office/ Deptt.	Post	From	To	Pay Band & Grade Pay	Nature of duties
12.	Nature of present employment i.e. Adhoc/Temporary/ Permanent						
13.	In case the present, employment is held on deputation/ Contract basis, please state	(i) The date of initial appointment (ii) Period of appointment on deputation/Contract (iii) Name of the parent office/ organization to which you belong					
14.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade						
15.	Present Basic Pay & Total emoluments per month now drawn						
16.	Additional information, if any, which would like to mention in support of your suitability for the post:- (i) Additional academic qualifications (ii) Professional training and work experience over and above prescribed in the vacancy circular						

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17	Whether belongs to SC/ST/OBC/OH (Orthopedic Handicapped)	
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I have carefully gone through the vacancy circular and I am well aware that the curriculum vitae duly supported by documents submitted by me for the post.

Signature of candidate _____

Address: _____

Counter signed & seal by Employer/HOD

Enclosed :-

- (i) Vigilance Clearance Certificate
- (ii) Integrity Certificate
- (iii) Work and Conduct Report for current year
- (iv) Statement of Major/Minor Penalty for last ten years
- (v) ACR/APAR's dossier for the last five years
- (vi) Copies of qualifications