

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
SECRETARY'S ESTT. BRANCH

No. SO (E)/709/SA-I(R)/2017

Dated: 01.05.2017

VACANCY CIRCULAR

02

To,

1. The Secretary, Ministry of Law & Justice, Govt. of India, 4<sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi-110001.
2. The Registrar General, High Court of Delhi, Sher Shah Suri Road, New Delhi-110003.
3. The Registrars, All the High Courts of States, India (Through Fax/mail).

Subject: Filling up of one post of Legal Advisor in New Delhi Municipal Council on deputation basis req.

Respected Sir,

New Delhi Municipal Council(NDMC) proposes to fill up one post of Legal Advisor in pre-revised PB-4 ₹37400-67000 + Grade Pay ₹10000/- on deputation basis for a period of three years.

**Duties of the post:-**

The Legal Advisor heads the Law Department of the NDMC and is assisted by a Law Officer, Deputy Law Officers and Assistant Law Officers. The functions and responsibilities of the Legal Advisor are diverse and range from supervision and monitoring of the court cases through Standing Counsel, Additional Standing Counsel in the Delhi High Court to Municipal Counsel in the subordinate courts of Delhi. He is also required to give legal advice on issues of importance to the Chairman and various other Heads of Departments, on such reference being made by them.

2. The period of deputation can be extended/ curtailed as per requirement/performance of the individual. For the eligibility conditions/details of the post is as under:-

Officers belonging to Offices of the Central/ State Govt./ UTs/ Autonomous Bodies/ Statutory Organizations

- (a) (i) Holding analogous posts on regular basis in their parent cadre/department;  
(ii) With two years service in the grade rendered after appointment thereto on a regular basis in the pre revised scale of PB-4 ₹ 37400-67000 + Grade Pay ₹8900/-) or equivalent in the parent cadre/ department and
- (b) Possessing following qualifications and experiences:
  - (i) Degree in law from a recognized university or equivalent;
  - (ii) 15 years experience of legal matters.(Period of deputation/contract including period of deputation/ contract 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 to exceed five years. The maximum age limit for appointment

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S. Ashish  
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by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.)

3 It is requested that the vacancy circular may be to circulated all attached/ sub-ordinate offices/ Courts etc for wide publicity.

4. The Circular alongwith the Proforma (Annexure-I) may also be downloaded from the NDMC website: [www.ndmc.gov.in](http://www.ndmc.gov.in).

5. The applications of the eligible & willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed Proforma (Annexure-I) (Bio-Data) in duplicate to the undersigned at Room No. 5001, 5<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi-110001 by 30.06.2017. The application should be duly signed by the applicant and certified by the Head of Department/ Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently.

6. The departments/ organizations should forward the application alongwith following documents:-

- (i) That no vigilance case is either pending or contemplated against the officers, so recommended;
- (ii) Cadre clearance;
- (iii) Copies of ACRs/APARs for the last 5 years.

7. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. Incomplete applications received without the documents mentioned in para-6 above, will not be considered. Application not forwarded by respective cadre controlling authority or parent department would not be considered. No action would be taken on the basis of advance copy submitted by applicants.

8. Applications received after the closing date or without any of the aforesaid documents or otherwise found incompletc or not in the prescribed Proforma are liable to be rejected.

Yours faithfully,

Encls: as above.

  
02.05.2017  
(Virender Singh)  
Director (Personnel-I)  
☎ 011-23744227

Copy to:-

- ✓ 1. Joint Director (IT) is requested to upload the above Vacancy Circular on the website of NDMC ✓
2. P.S. to Chairman for information
3. P.S. to Secretary for information
4. P.A. to Director (Law) for information

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth (in Christian era) :
3. Date of appointment in Govt. service:
4. Cadre/Service:
5. Contact details (phone/mobile):
6. Email ID:
7. Complete Experience/Posting:

Post held office/instit./ orgn.	Post held	From	To	Scale of pay with grade pay	Nature of duty

\* In chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient.

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

[ ]  
Signature of the candidate with date

It is certified that the above information is true as per records available.

(Signature of the forwarding officer with office seal)