

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

No. SO (E)/ 1991/SA-I(R)

Dated: 02/02/2016

VACANCY CIRCULAR

To

1. The Secretary, Ministry of Law & Justice, Govt. of India, 4th Floor, A-Wing, Shastri Bhawan, New Delhi-110 001.
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).

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

Sir,

It is proposed to fill up one post of Legal Advisor in PB-4 Rs.37400-67000 + Rs.10000/- Grade Pay, in **New Delhi Municipal Council on deputation** basis for a period of three year. 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:

- (a)(i) The post is to be filled on transfer on deputation basis from officers belonging to Offices of the Central/State Govt./ UTs/ Autonomous Bodies/Statutory Organizations holding analogous posts on regular basis in their department;
- (ii) With two years service in the grade rendered after appointment thereto on a regular basis in the pre revised scale of pay Rs.16,400-20,000/- (revised to Rs.37400-67000 + Rs.8900/- Grade Pay) or equivalent in the parent cadre/department and
- (b) Possession 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 by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.)

2. 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, 5th Floor, Palika Kendra, Sansad Marg, New Dehli-110001, **within one month from the date of issue of this circular**. 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. The departments/ organizations should forward the application along with 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.

3. The Circular along with the Proforma (Annexure -I) may also be downloaded from the NDMC website: **www.ndmc.gov.in**

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

5. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. Incomplete applications or without the documents mentioned in para-2 above, will not be considered.

6. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/sub-ordinate offices/courts etc.

Yours faithfully,

Encls. as above.


(MURARI LAL SHARMA)
DIRECTOR(PERSONNEL)
011-23744227

Copy to:

1. Jt. 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. PA to Director (P) for information.

BIO-DATA/PROFORMA

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

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 in sufficient.

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

(Signature of the forwarding officer with office seal).