

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

No.SO(E)/ 148 /SA-I(R)/2018

Dated : 19.01.2018

To,

1. The Registrar, High Court of Delhi, New Delhi
2. The Secretary (Law & Judicial), Govt. of NCT of Delhi, Delhi.
3. The Jt. Secretary (Admn.), M/o of Law, Justice & Company Affairs, Shastri Bhawan, New Delhi.
4. The Under Secretary to the Govt. of India, Ministry of Home Affairs, North Block, New Delhi
5. The Secretary (Services), Govt. of NCT of Delhi, Delhi.
6. Director (Personnel), DDA, Vikas Sadan, New Delhi.
7. Director (Personnel), Delhi Jal Board, Varunalya, Jhandewalan, New Delhi.

Subject : Filling up one post each of Law Officer and Deputy Law Officer in New Delhi Municipal Council on deputation basis.

Sir/Madam,

New Delhi Municipal Council proposes to fill up one post each of Law Officer and Deputy Law Officer in pre-revised pay scale of PB-3 ₹15600-39100 with Grade Pay ₹7600/- and in PB-2 ₹9300-34800 with Grade Pay of ₹4800/- (6<sup>th</sup> CPC) respectively on deputation basis. The eligibility criteria required for the posts are as under :-

LAW OFFICER

1. Officers of the Central/State Government/UTs.
  - (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
  - (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of pay of ₹10000-15200 (PB-3 ₹15600-39100 + GP ₹6600) Or equivalent in the parent cadre/department; and
  - (b) Possessing following qualifications and experience:
    - (iii) Degree in Law from a recognized University or equivalent.
    - (iv) 10 years experience of legal work.
2. The Departmental Addl. Law Officer with 5 years regular service in the grade will also be considered alongwith outsiders and in case he/she is selected for appointment to the post. The same shall be deemed to have been filled by promotion.

(The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputations. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed five years. The maximum age limit of appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

The experience could be relaxed at the discretion of the Selection Committee in case of applicants, who have an equivalent combination of training, knowledge and experience of working in organizations requiring very high degree of skill.

#### DEPUTY LAW OFFICER

Officers of the Central/State Government/UTs.

- (a) (i) Holding analogous posts 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 pre-revised pay scale of pay of ₹ 6500-10500 (PB-2 ₹ 9300-34800 + GP ₹ 4600 Or equivalent in the parent cadre/department; and
- (b) Possessing following qualifications and experience:
- (i) Degree in Law from a recognized University or equivalent.  
(ii) 3 years experience of legal work in a Govt. Deptt./Local Bodies/Semi Govt.

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

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The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website : [www.ndmc.gov.in](http://www.ndmc.gov.in).

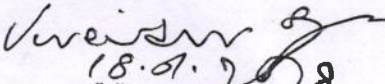
Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Section Officer (Estt.), Room No.4008, 4<sup>th</sup> Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-01 latest by **26.03.2018**. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF LAW OFFICER OR DEPUTY LAW OFFICER" as the case may be.

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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.

Yours faithfully,

Encls. : As above

  
18.01.2018  
(Virender Singh)  
Director (Personnel)  
Tel. No. 23744227

Copy to :-

1. Jt. Director (IT) is requested to upload the above vacancy circular on the website of NDMC
2. PS to Chairman for information
3. PS to Secretary for information
4. PA to Director (P) 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)

**NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI**

**ADVERTISEMENT**

APPLICATIONS ARE INVITED ON DEPUTATION BASIS IN NDMC FOR –

1. One post of Law Officer in PB-3 ₹15600-39100 with Grade Pay of ₹7600/- (pre-revised) and
2. One post of Deputy Law Officer in PB-2 ₹9300-34800 with Grade Pay of ₹4800/- (pre-revised)

**QUALIFICATION AND EXPERIENCE FOR LAW OFFICER**

1. Officers of the Central/State Government/UTs.
  - (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
  - (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of ₹10000-15200/- (PB-3 ₹15600-39100 + GP ₹6600/-) Or equivalent in the parent cadre/department; and
- (b) Possessing following qualifications and experience:
  - (i) Degree in Law from a recognized University or equivalent.
  - (ii) 10 years experience of legal work.
2. The Departmental Addl. Law Officer with 5 years regular service in the grade will also be considered alongwith outsiders and in case he/she is selected for appointment to the post. The same shall be deemed to have been filled by promotion.

(The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputations. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed five years. The maximum age limit of appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

The experience could be relaxed at the discretion of the Selection Committee in case of applicants, who have an equivalent combination of training, knowledge and experience of working in organizations requiring very high degree of skill.

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QUALIFICATION AND EXPERIENCE FOR DEPUTY LAW OFFICER

Officers of the Central/State Government/UTs.

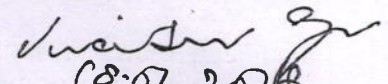
- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or  
(ii) with three years service in the pre-revised grade rendered after appointment thereto on a regular basis in the scale of pay of ₹ 6500-10500 (PB-2 ₹ 9300-34800 + GP ₹ 4600 Or equivalent in the parent cadre/department; and
- (b) Possessing following qualifications and experience:
- (i) Degree in Law from a recognized University or equivalent.  
(ii) 3 years experience of legal work in a Govt. Deptt./Local Bodies/Semi Govt.

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

The experience could be relaxed at the discretion of the Selection Committee in case of applicants, who have an equivalent combination of training, knowledge and experience of working in organizations requiring very high degree of skill.

**LAST DATE FOR RECEIPT OF APPLICATIONS:**

Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Section Officer (Estt.), Room No.4008, 4<sup>th</sup> Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 26.03.2018. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF LAW OFFICER OR DEPUTY LAW OFFICER" as the case may be.

  
(18.07.2018)  
(Virender Singh)  
Director (Personnel)  
Tel. No. 23744227

**RECRUITMENT RULES FOR THE POST OF LAW OFFICER**

1.	Name of the Post	Law Officer
2.	No. of posts	01
3.	Classification	Group 'A' post
4.	Scale of Pay	₹12000-375-16500/- (pre-revised), 6 <sup>th</sup> CPC (PB-3 ₹ 15600-39100 + GP ₹ 7600/-)
5.	Whether selection by merit or selection-cum-seniority or non selection post.	N.A.
6.	Age limit for direct recruitment	N.A.
7.	Whether benefit of added years of service admissible	N.A.
8.	Educational and other qualifications required for direct recruitment	N.A.
9.	Whether Age & EQ prescribed for direct recruitment will apply in the case of promotes	N.A.
10.	Period of Probation, if any	N.A.
11.	Method of Recruitment , whether by direct recruitment or by promotion or by deputation/absorption and % of the post to be filled by various methods	<p>Promotion /Deputation</p> <p>Note:-The suitability of the regular holders of the post of Law Officer in the pre-revised (5<sup>th</sup> CPC) pay scale of pay of ₹ 10000-15200 (PB-3 ₹ 15600-39100 + GP ₹ 6600) in 6<sup>th</sup> CPC, will be initially assessed by the commission for appointment to the upgraded post of Law Officer in the pre-revised (5<sup>th</sup> CPC) pay scale of pay of ₹ 12000-16500 (PB-3 ₹ 15600-39100 + GP ₹ 7600). If assessed 'Suitable', they shall be deemed to have been appointed to the post at the initial constitution. If assessed 'not suitable' for appointment to the upgraded post. He/they shall continue to be in the pre-revised (5<sup>th</sup> CPC) pay scale of ₹ 10000-15200 (PB-3 ₹ 15600-39100 + GP ₹ 6600 and his/their case will be reviewed every years.</p>
12.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion/deputation:</b></p> <p>(1) Officers of the Central/State Government/UTs.</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised (5<sup>th</sup> CPC) scale of pay of ₹ 10000-15200 (PB-3 ₹ 15600-39100 + GP ₹ 6600 Or equivalent in the parent cadre/department; and</p> <p>(b) Possessing following qualifications and experience:</p>

		<p>(i) Degree in Law from a recognized University or equivalent.</p> <p>(ii) 10 years experience of Legal work.</p> <p>2. the Departmental Addl. Law Officer with 5 years regular service in the grade will also be considered alongwith outsiders and in case he/she is selected for appointment to the post. The same shall be deemed to have been filled by promotion</p> <p>(The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputations. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed five years. The maximum age limit of appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>
13.	If a DPC exists what is its composition	N.A.
14.	Circumstances in which UPSC to be consulted in making recruitment	Consultation with UPSC is necessary.

UPSC No. F.19/05.08/RR/NDMC/UD/8686/888 dated 12.05.2008



**RRs for the post of Deputy Law Officer/Municipal Prosecutor**

01.	Name of the Post	Deputy Law Officer/Municipal Prosecutor
02.	No. of posts	02* (two) Subject to variation Dependent on workload
03.	Classification	Group 'B'
04.	Scale of Pay	Rs.7500-250-12000 (pre-revised), 6 <sup>th</sup> CPC (PB-2 ₹9300-34800/- Grade Pay-4800/-)
05.	Whether selection by merit or selection-cum-seniority or non selection post.	Selection
06.	Age limit for direct recruitment	N.A.
07.	Whether benefit of added years of service admissible	N.A.
08.	Educational and other qualifications required for direct recruitment	N.A.
09.	Whether Age & EQ prescribed for direct recruitment will apply in the case of promotes	N.A.
10.	Period of Probation, if any	N.A.
11.	Method of Recruitment , whether by direct recruitment or by promotion or by deputation/absorption and % of the post to be filled by various methods	Promotion failing which Deputation
12.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p align="center"><b>Promotion</b></p> <p>Assistant law officer in the pre-revised (5<sup>th</sup> CPC) pay scale of Rs.6500-10500 with 3 years regular service in the grade.</p> <p>note : where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying /eligibility service.</p> <p><b>DEPUTATION</b></p> <p>(1)Officer of the Central/Sate Govts./UTs</p> <p>a) (i) Holding analogous posts on regular basis in the parent cadre/deptt. or</p>

		<p>(ii) with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised (5<sup>th</sup> CPC) pay scale of pay of Rs.6500-10500 or equivalent in the parent cadre/deptt. ; and</p> <p>b) possessing following qualifications and experience :</p> <p>i) Degree in law from a recognized university or equivalent</p> <p>ii) 03 years experience of Legal Work in a Govt. Deptt./Local Bodies/Semi Govt.,</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)</p>
13.	If a DPC exists what is its composition	<p>GROUP 'B' DPC FOR PROMOTION:</p> <ol style="list-style-type: none"> <li>1. Secretary, NDMC- Chairman</li> <li>2. Director (Finance), NDMC-Member</li> <li>3. Director (P) , NDMC-Member</li> </ol>
14.	Circumstances in which UPSC to be consulted in making recruitment	Consultation with UPSC necessary while appointing an officer on deputation

UPSC No.F.19/5/08/RR/NDMC/UD/8686/888 dated 12.05.2008