

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

**VACANCY CIRCULAR**

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 reg.**

New Delhi Municipal Council (NDMC) proposes to fill up one post of Legal Advisor in pre-revised pay scale of PB-4 ₹37400-67000 + Grade Pay ₹10000/- (revised in 7<sup>th</sup> CPC Pay Level 14 Pay Matrix ₹144200-218200) on deputation basis for a period of 3 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 the Offices of Central/ State Govt./ UTs/ Autonomous Bodies/ Statutory Organizations.

- a. (i) Holding analogous posts on regular basis in their parent cadre/department; or  
(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/- (revised in 7<sup>th</sup> CPC Pay Level 13A) 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) 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.)

3. 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 Room No. 5001, 5<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New

Delhi-110001, **by 19.11.2021**. 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.

4. Department should forward the application only if, the officer is relieved immediately in the event of his/her selection. As per DOP&T instruction relieving of the officers will be mandatory.

5. 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.

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

7. 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.

8. 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-5 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.

Digitally signed by K.C. RAJU  
Date: Tue Oct 05 17:24:14 IST 2021  
Reason: Approved

(K. C. Raju)  
Director (Personnel)  
Tel. 011-23744227

Copy to :-

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

## BIO-DATA CURRICULUM VITAE PROFORMA

|   |   |
|---|---|
| 1. Name and Address<br>(in Block Letters)   |   |
| 2. Date of Birth (in Christian era)   |   |
| 3.i) Date of entry into service   |   |
| ii) Date of retirement under Central/State Government Rules   |   |
| 4. Educational Qualifications   |   |
| 5. 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 as mentioned in the advertisement/ vacancy circular   | Qualifications/<br>experience possessed<br>by the officer |
| Essential   | Essential   |
| A) Qualification  | A) Qualification  |
| B) Experience   | B) Experience   |
| Desirable   | Desirable   |
| A) Qualification  | A) Qualification  |
| B) Experience   | B) Experience   |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. |   |
| 5.2 In the case of Degree and Post Graduate Qualifications Elective/main Subjects and subsidiary subjects may be indicated by the candidate.  |   |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.   |   |
| 6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.                   |   |

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held on regular basis | From | To | * Pay Band and grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience requested for the post applied for |
|--------------------|----------------------------|------|----|--|---|
|                    |                            |      |    |  |   |

\* Important: Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have drawn by the Candidate may be indicated as below;

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|--|------|----|
|                    |  |      |    |

|  |  |
|--|--|
| 8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent |  |
| 9. In case the present employment is held on deputation/contract basis, please-state-    |  |

|  |   |   |   |
|--|---|---|---|
| a)The date of initial appointment  | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs.   | d) Name of the post and Pay of the post held in substantive capacity in the parent organization |
| <p><b>9.1 Note:</b> In case of Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cade Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p> |   |   |   |
| <p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>  |   |   |   |
| <p><b>11. Additional details about present employment:</b><br/>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/>b) State Government<br/>c) Autonomous Organization<br/>d) Government Undertaking<br/>e) Universities<br/>f) Others</p>   |   |   |   |
| <p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>  |   |   |   |
| <p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>   |   |   |   |
| <p>14. Total emoluments per month now drawn</p>  |   |   |   |
| Basic Pay in the PB  |   | Grade Pay   | Total Emoluments  |
|  |   |   |   |
| <p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>   |   |   |   |
| Basic Pay with Scale of Pay and rate of increment  |   | Dearness Pay/interim relief/ other Allowances etc., (with break-up details) | Total Emoluments  |
|  |   |   |   |
| <p><b>16.A Additional information</b>, if any relevant to the post you applied for in support of your suitability for the post<br/>(This among other things may provide information with regard to (i) additional academic qualification (ii)professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>                               |   |   |   |

|   |  |
|---|--|
| <p><b>16.B Achievements:</b><br/>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |  |
| <p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/State Governments are only eligible for “Absorption” Candidates of non-Government Organization are eligible only for Short Term Contract)</p>  |  |
| <p># (The option of STC /’Absorption’/Re-employment are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “ Re-employment”).</p>   |  |
| <p>18. Whether belongs to SC/ST</p>   |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the candidate  
Cadre \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile \_\_\_\_\_  
Address \_\_\_\_\_

Date \_\_\_\_\_

## **Certification by the Employer /Cadre Controlling Authority**

The information / details provide in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt\_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major /minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre Controlling Authority with Seal)**

