CIRCULAR

Sub: Recruitment to the post of Legal Assistant (Advice & Legislative) in the Deptt. of Law, Justice and Legislative Affairs, Govt. of NCT of Delhi, in Pay Band-2 (Rs.9300- 32800 with GP-4200) on transfer on Deputation/Transfer (Absorption) basis.

Please find enclosed herewith a copy of letter No.F.10 (01)/Admn/10/DS2 law/2215 dated 23.09.2011 received from Deputy Secretary (Admn.), Deptt. of Law, Justice and Legislative Affairs, Delhi Secretariat, Govt. of NCT of Delhi on the subject cited above for information and necessary action.

It is requested to all the concerned willing and eligible officials to send the application (in duplicate) along with bio-date and all other requisite formalities in all respect as laid down in the above mentioned letter through their Administrative/Establishment Branch to the undersigned latest by 15/10/2011 for onwards submission to Deptt. of Law, Justice and Legislative Affairs.

Encl; As above.

(Shashi Kaushal)
Addl. Director of Education (Coord.)

Copy for information and necessary action to:-
1. PS to Director (Education), Directorate of Education, Old Sectt., Delhi.
2. PA to Addl. Director of Education (Admn.), Dte. of Edn., Delhi.
3. All R. Ds E/D Ds E/A Ds E, Directorate of Education, Delhi.
4. All Branch Incharges of HQ, Dte. of Edn., Delhi.
5. OS (IT), Dte. of Edn., with the request to upload the Circular on the website.

(Basant Kumar)
Superintendent (Coord.)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LAW, JUSTICE AND L.A DEPARTMENT
8TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI.

F.No.10(01)/Admn/10/23/215 Dated: 23/9/11

To
1. All Ministries of Government of India, New Delhi/Delhi.
2. All Heads of Departments, Government of NCT of Delhi.

Sub: Recruitment to the post of Legal Assistant (Advice and Legislative) in the Department of Law, Justice and Legislative Affairs, Government of NCT of Delhi, in Pay Band-2 (Rs. 9300-32,800 with GP-4200) on transfer on deputation/Transfer (Absorption) basis.

Sir,

This Department proposes to fill up 3 (three) posts of Legal Assistant (General Central Service Group ‘C’ Non-Gazetted. Non-Ministerial) in Pay Band-2, with Grade Pay of Rs. 4200/- by Transfer on deputation/ Transfer (absorption). The deputation shall be governed by the normal terms and conditions of the Government of India. The term of deputation will be for one year initially but it may be extended up to four years on year-to-year basis. There is possibility of permanent absorption of the appointed candidates on the post in near future.

The following educational and other qualifications are prescribed for the post in the Recruitment Rules:-

1. Officers of Grade-II of the Delhi Administration Subordinate Services Possessing
   (i) Degree in Law from a recognized University or equivalent.
   (ii) Three years experience in Legal Work in a Government Department.
   (iii) Good knowledge of Hindi.

2. Officers holding analogous posts in the Central/State Government/Union Territories Administration (period of deputation ordinarily not exceeding four years).

The Applications (in duplicate) of the eligible and willing officials containing bio-data (signed by the official) with name of the official, date of birth, date of retirement, educational qualification, experience, present post held, date from which held and the scale of pay and pay therein, and category (SC, ST etc.) accompanied by attested copies of ACR for the last 5 years, integrity certificate, vigilance clearance and statement of major/minor penalty, if any, imposed during the last 10 years should reach this Department through the Departments concerned, within 60 days of issue of this circular. Those applications, which are not received through proper channel or incomplete or without the documents mentioned above will be summarily rejected.

Yours faithfully

(Subhash Chander)
Dy.Secretary (Administration)