

(To be uploaded on Departmental Website)

OFFICE OF THE DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
GOVERNMENT OF NCT OF DELHI
DELHI KNOWLEDGE DEVELOPMENT FOUNDATION
ROOM NO:-7, Board of Technical Education:
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088

F.No.13/DTTE/Lit. Cell/2017/1042
To,

Dated: 21/10/2020

1. The President/Secretary, Delhi High Court Bar Association Shershah Road, Delhi High Court, India Gate, New Delhi – 110003	2. The President/Secretary, Bar Association, Karkardooma Courts, 1 st Floor, D-Block, Lawyers Chambers Karkardooma Court, Shahdara Delhi – 110032
3. The President/Secretary, Bar Association, Saket Court Complex Press Enclave Marg, Sector – 6, Saket, New Delhi – 110017	4. The President/Secretary, Bar Association, Metro Station, 2A & 3B, Outer Righ Road, Block D, Sector, 14, Rohini East, Delhi – 110085
5. The President/Secretary, New Delhi Bar Association, Patiala House Court Complex, New Delhi – 110001	6. The President/Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi – 110054
7. The President/Secretary, Bar Association, Dwarka Courts, 1 st Floor, Lawyers Chamber Block (Dwarka Court Bar Association) Dwarka, New Delhi	

Sub: Filling up the post of Legal Consultant/Law Officer purely on Contractual Basis initially for 01 (one) year in Department of Training & Technical Education, GNCTD.


Sir/Madam,

In reference to the subject cited above, it is to inform that Department of Training & Technical Education has invited applications from willing and eligible candidates for filling up 02 posts Legal Consultant/Law Officer purely on Contractual Basis initially for one year. The detailed advertisement for these posts along with application form and other eligibility conditions are available at our website i.e. www.tte.delhigovt.nic.in (Copy of the same is also enclosed).

The complete applications in prescribed format alongwith supporting documents, as mentioned in the Advertisement Notice, is required to be sent to Member Secretary (DKDF) office of the Department of Training & Technical Education, Delhi Knowledge Development Foundation, Room No. 7, Board of Technical Education Building, Muni Maya Ram Marg, Pitampura Delhi – 110088 within 45 days from uploading advertisement on the website of the Department.

It is, therefore, requested to circulate the Advertisement Notice to all the Bar Council members for wide publicity.

Encls:- As above.


(Ashwani Kumar Kansal)
Member Secretary (DKDF)

*Pls upload on website
with links subject line
SA*

22/10

(To be uploaded on Departmental Website)

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ADVERTISEMENT NOTICE – 2020

Applications are invited from willing and eligible candidates for engagement of the 02 Legal Consultant/Law Officer purely on short term Contractual basis initially for a period of 1 (one) year extendable for further 2 years on year to year basis. Only those candidates may apply who fulfill the eligibility criteria. The details regarding Name of post, Educational Qualifications, Emoluments, Age limit, Tenure and other terms and conditions etc in r/o Legal Consultant/Law Officer (on Contract) are as under:-

Name of the Post:- Legal Consultant/Law Officer (Contractual Basis)

Number of Legal consultant to be engaged:- Total – 02 (Two)

Emoluments:- Rs. 50,000/- per month (Fixed) + Rs. 5,000 PM for Communication, Transport & Court Visit, etc.

Age Limit:- The maximum age limit shall not exceed 45 years as on 01.10.2020.

Essential Qualifications:-

- i. Degree in Law of a recognized University or equivalent.
- ii. 4 years experience of Legal work after acquiring the degree of Law.

Tenure:- Initially for 01 (one) year extendable on year to year basis for further 2 years based on satisfactory performance.

Nature of Duties:-

1. To deal with legal matters and court cases of Department of Training & Technical Education.
2. Preparation of Parawise comments/reply of court cases and appearing in courts on the notice of court and any clarification sought from the court by Department of Training & Technical Education.
3. Maintain the court cases record and follow up and reporting to Higher Authority about the outcomes on day to day basis and ensure for compliance of direction/order of courts.
4. Provide Legal opinion and advice to Department of Training & Technical Education officer in Legal issue or any query in release and other issues in routine.
5. To assist the superintendent/incharge of Branches in corresponding with the NHRC/PGMSD/VIP reference/RTI and other authorities on matter having legal bearing.
6. Preparing petition and appeals of the case of or against the department; in deserving cases with Liaison of Govt. Counsel and appearing etc.
7. To assist the Department of Training & Technical Education Officer in holding special court/Lok Adalat and video conferencing etc.

8. Any other duty assigned by Higher Authority from time to time.

Other eligibility norms/General Conditions/Requirements:-

1. The Appointment shall be purely on Contractual Basis for a period of 01 (one) year. The selected candidates have no right to claim for permanent appointment.
2. Appointment shall be subject to medical fitness and verification of Educational Certificates. Consequent upon the selection, the selected candidates will be required to produce a medical fitness certificate from MBBS doctor within in three days.
3. The decision of the selection Board will be final and no representation will be entertained in this regard.
4. The contract of appointment can be terminated by either side/party by giving a notice of 07 days without assigning any reason.
5. If any declaration/information furnished by the candidates are found false or any material/fact suppressed willfully, the candidature/appointment will be cancelled/terminated forthwith, due administrative action/legal action will be taken.
6. The applications would be shortlisted on the basis of Education Qualification and Experience and the list of the shortlisted candidates for interview will be displayed on departmental website.
7. To make the whole process thoroughly transparent, the candidate shall himself/herself do the self-marking in column6 of SI. No. 6 of the Application Form (Annexure-I) as per the marking scheme, given below:

(Marks obtained in Board/University ÷ Maximum Marks) X Max. Marks allowed as per the following scheme

Category	Max. Marks Allowed As Per Scheme For Educational & Professional Qualification			Experience
	Sr. Sec. Or Its Equivalent (12 th)	Graduation (LLB)	Post Graduation (LLM)	
Legal Consultant/Law Officer (Contractual Basis)	10	50	20	10

*Experience upto 4 year = NiL, 5 year = 2 Marks, 6 year = 4 Marks, 7 year = 6 Marks, 8 year = 8 Marks, 9 year = 9 Marks, 10 year = 10 Marks.

8. Interview = Maximum 10 Marks.
9. 10 candidates for 01 post shall be called for interview on the basis of merit prepared on the above marking as at point 06 of application.
10. The candidates are advised to visit the Departmental Website regularly.

How to apply:-

- I. The interested and eligible candidates should sent the application **through Speed Post Only** (no other mode of communication will be entertained) in the prescribed Performa as at **Annexure – I** to this office **within 45 days from uploading of this advertisement on the website of the Department** alongwith 01 set of duly self attested photocopy of the following Documents:-
 - 1) 10th Class Certificate and Martsheet.
 - 2) 12th Class Certificate and Marksheet.
 - 3) Law Degree of a recognized University or equivalent alongwith Marksheets.
 - 4) Experience Certificate.
 - 5) Aadhaar Card and a proof of permanent address.
 - 6) 01 recent passport size photograph.
- II. Incomplete application will not be entertained.
- III. Candidate must write “Application for the post of Legal Consultant/Law Officer (on contractual Basis)” on the top of the envelop.
- IV. The application completed in all respect, may be sent to the MS (DKDF) at the following address:

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**APPLICATION FOR THE POST OF LEGAL CONSULTANT/LAW OFFICER IN
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION, GNCTD PURELY ON
CONTRACTUAL BASIS.**

- 1. Name :
- 2. Father Name :
- 3. Date of Birth :
- 4. Age as on 01.10.2020 :
- 5. Category (UR/OBC/SC/ST) :
- 6. Educational Qualifications :

Eduactional & Professional Qualficiation	Board/ University	Marks obtained Uni./Board	Maximum Marks	Max. Marks as per scheme	Self Marking	Remarks (For office use)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Sr. Secondary or Equivalent (12 th)						
2. Graduate (LLB)						
3. Post Graduation (LLM)						
4. Experience						
5. Grand Total						

6. Details of Experience:

Name of Deptt./Organization	Post Held	Pay	Duration of Service	Nature of Duty performed

7. Present and Permanent Address (with contact no. & e-mail address)

8. **Undertaking by the Candidate:-** I _____ S/o/D/o Sh. _____ do hereby declare that the particulars submitted by me together with the copy of attached testimonials are correct and true to the best of my knowledge. I also understand that at any time during the selection process and subsequently, if the above particulars are found to be false, my candidature will be rejected and my appointment will be terminated if so selected for the post of Legal Consultant/Law Officer (Contractual Basis). Further, I understand all the terms and conditions and I hereby undertake that in the event of my selection to the post of Legal Consultant/Law Officer which is purely on contractual basis, I will not claim any right for permanent appointment.

Signature of the Candidate.....

Address.....

Dated.....