

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS
8th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW
DELHI**

No. F11(22)/Admn/LJ&LA/22/

Dated:

CIRCULAR

To

1. The Secretary, Department of Personnel & Training, Government of India, with the request to circulate amongst all Ministries/Departments of the Government of India.
2. The Chief Secretaries of all State Governments/Union Territory Administrations.
3. The Registrar General, Hon'ble High Court of Delhi.
4. All Principal Secretaries/Heads of Departments, Government of NCT of Delhi.

Subject: Filling up of One (01) post of Assistant Legal Advisor on deputation/absorption basis-reg.

Sir/Madam,

The Department of Law, Justice & Legislative Affairs, Government of NCT of Delhi, proposes to fill up one (01) post of Assistant Legal Advisor (Gazetted Group 'B') by transfer on Deputation basis in Level-7 of the Pay Matrix (₹44,900-1,42,400) (7th CPC).

Applications are invited from eligible officers/officials of the Central Government/State Governments/Union Territory Administrations fulfilling the following eligibility conditions:

Officers/Officials of the Central Government or State Government or Union territories / Recognized Research Institutions / Autonomous Bodies / Statutory Organizations: A. (i) Holding analogous post on a regular basis in the parent cadre or department or (ii) With 5 years of service in the grade rendered after appointment thereto on a regular basis in posts in level 6 (Rs. 35400-112400) in pay matrix or equivalent in the parent cadre or department and (B). Degree in Law from a recognized University and Four years experience as Legal Practitioner or Four year experience in handling legal work in a Government Department/PSU. The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment on promotion. The term of deputation will be one year in the initial stage which is extendable upto three years on year to year basis. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of

receipt of applications. The Central or State or UT Government officials/officers shall only be considered for Absorption.

It is, therefore, requested that the vacancy may be circulated amongst the eligible officers. The applications (in duplicate) in the enclosed proforma along with the attested copy of complete and up to date ACRS/APARS, Integrity Certificate and Vigilance Reports of the interested and eligible official/officer may kindly be sent to this Department. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to this Department within 15 days from the issuance of this circular. Applications received after the prescribed date or without the requisite documents shall not be considered.

Encl: As above

Yours faithfully,
Digitally signed by
Ravindra Singh
Date: 16-07-2026
11:22:15

Deputy Secretary (Admin)

No. F11(22)/Admn/LJ&LA/22/

Dated:

Copy for information to :-

1. Staff Officer to Chief Secretary, Govt. of NCT of Delhi.
2. OSD to Principal Secretary (Law), Govt. of NCT of Delhi.

Deputy Secretary (Admin)

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (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)	
<u>6.Eligibility</u> Officials/Officers of the Central Government or State Government or Union Territories / Recognized Research Institutions / Autonomous Bodies / Statutory Organizations: A. (i) holding analogous post on a regular basis in the parent cadre or department or (ii) With 5 years of service in the grade rendered after appointment thereto on a regular basis in posts in level 6 (Rs.35400 - 112400) in pay matrix or equivalent in the parent cadre or department and (B) Degree in Law from a recognized University and four years experience as Legal Practitioner or Four year experience in handling legal work in a Government Department/PSU. They should, in addition, possess good knowledge of Hindi.	

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 required 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 been 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 or 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 organisation.

9.1 NOTE---- In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 NOTE --- Information under Columns 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details -----

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government -----
- (b) State Government -----
- (c) Autonomous Organization -----
- (d) Government Undertaking -----
- (e) Universities -----
- (f) Others -----

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade -----

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

14. In case the Applicant belongs to an Organisation which is not following the Central Government Pay Scale, the latest salary slip issued by the Organization showing the following details may be enclosed:-

Basic Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other allowances, etc. (with break-up details)	Total Emoluments

15. **Additional information**, if any, relevant to the post you applied for in support of your suitability for the Post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

NOTE – Enclose a separate sheet, if the space is insufficient)

16. Whether belongs to SC/ST

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)

Address _____

Date :

Mobile No.

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that

- (i) There is no vigilance or disciplinary case pending/ contemplated against Sh/Smt. _____
- (ii) His/her integrity is certified.
- (iii) His/Her ACRs/APARs photocopies of the last 5 years duly attested 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)