

(To be uploaded on Departmental Website)

DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
GOVERNMENT OF NCT OF DELHI  
DELHI KNOWLEDGE DEVELOPMENT FOUNDATION  
ROOM NO:-2, Board of Technical Education:  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034

ADVERTISEMENT NOTICE – 2024

Applications are invited from willing and eligible candidates for engagement of the 02 Legal Consultant/Law Officer purely on short term Contract 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:-

**Terms and condition for the post of Legal Consultant/Law Officer on Contract Basis**

**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. 10,000/- per Month for Communication, Transport & Court Visit, etc.

**Age Limit:** - The maximum age limit shall not exceed 45 years as on 01.01.2024.

**Essential Qualifications:-**

- I. L.L.B of a recognized University or equivalent / LLM desirable.
- 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 and Directorate of Higher 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's.
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 officer's in Legal issue or any query in release and other issues in routine.
5. To assist the superintendent/incharge of Branches in correspondence 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 Officer's 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. 15 days leave in a year to contractual Law officer. Accumulation of leave beyond a calendar year is not allowed.
8. 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			
	Sr. Sec. Or Its Equivalent (12 <sup>th</sup> )	Graduation (LLB)	Post Graduation (LLM)	Experience
Legal Consultant/Law Officer (Contractual Basis)	20	30	10	10

\*Experience Less than 4 year = **NiL Marks**, 4 Year = **2 Marks**, 5 year = **4 Marks**, 6 year = **6 Marks**, 7 year = **8 Marks**, 8 year & More = **10 Marks**.

9. Interview = **Maximum 30 Marks**.
10. Shortlisted candidates shall be called for interview on the basis of merit prepared on the above marking as at point 06 of application.
11. The applicants are advised to visit the Departmental Website regularly.

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**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 15 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) 10<sup>th</sup> Class Certificate and Martsheet.
  - 2) 12<sup>th</sup> 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: Member Secretary (DKDF), Room No. 2 Ground Floor, Board of Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-110034 on or before 06.08.2024.

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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 01.01.2024 :  
5. Category (UR/OBC/SC/ST) :  
6. Phone No. :  
7. Email ID :  
8. Educational Qualifications :

Educational & Professional Qualification	Board/ University	Marks obtained Univ./Board	Maximum Marks	Percentage (%) of Marks
(1)	(2)	(3)	(4)	(5)
A. Sr. Secondary or Equivalent (12 <sup>th</sup> )				
B. Graduate (LLB)				
C. Post Graduation (LLM)				

**9. Details of Experience:**

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

**10. Present and Permanent Address**

: \_\_\_\_\_

**11. Undertaking by the Candidate: - I \_\_\_\_\_ S/o/D/o Sh.**

\_\_\_\_\_ do hereby declare that the particulars submitted by me 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.....**

**Advertisement for upload on the website of DTTE**

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**ADVERTISEMENT**

Applications are invited from eligible candidates for hiring of 02 Legal Consultant/Law Officer purely on Contractual basis for the period of 1 (One) year.

Eligibility:-

S. no.	Post	Experience	Consolidated Remuneration
1.	02 (Two) Legal Consultant/ Law Officer	L.L.B from recognized university with 04 years experience in various courts and Tribunals and having good command over latest laws.	Rs. 50,000/- + 10,000/- Misc. Expenses P.M

The complete application alongwith copies of education qualification and experience etc, must reach the Member Secretary (DKDF), Room No. 2 Ground Floor, Board of Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-110034 on or before 06.08.2024. Application received after the last date or without necessary documents or otherwise found incomplete will not be considered.

To apply interested candidates may visit the website of Department of Training & Technical Education i.e. [www .tte.delhigovt.nic.in](http://www.tte.delhigovt.nic.in) for detailed Terms & Conditions and application form.

**(R.K.BHARDWAJ)**  
**MEMBER SECRETARY (DKDF)**