

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY, 8TH FLOOR, MAYUR BHAWAN
CONNAUGHT PLACE, NEW DELHI-110001**

OFFICE MEMORANDUM

Subject:- Filling up of post of Deputy Legal Advisor in the Department of Food Safety on deputation basis - reg.

The undersigned is directed to invite applications for filling up the post of Deputy Legal Advisor on deputation basis (including short-term contract) in the Department of Food Safety, Govt. of National Capital Territory of Delhi as per details below:-

S.No	Name of post	No. of post	Classification	Pay Matrix
1.	Deputy Legal Advisor Deputation (including short term contract)	01	General Central Service Group 'A' Gazetted Non-Ministerial	LEVEL-11 Rs. 67,700 - 2.08,700/-

2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O.M. No. 2/29/91-Estt(Pay-II) dated 05.01.1994 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II), while forwarding the application concerned department should ensure to send the up-to-date ACRs /APARs of last five years and Vigilance Clearance Certificate of the applicant. Duties of post are enclosed as Annexure-III. It may also be ensured that no major / minor penalty has been imposed on the concerned officer and the particulars furnished by the application are correct and that no disciplinary/vigilance cases is either pending or contemplated against the applicant.

4. It is requested that vacancy may be given publicity and the particulars of eligible officer who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may kindly be forwarded to this office within 60 days from the date of publication of advertisement in Employment News (Probable dated 27.02.2021). Application received after the last or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his / her name of selection. The advertisement and other details/annexures are also available on the website of the department i.e., <https://foodsafety.delhigovt.nic.in>

(Gurpreet Singh)
Administrative Officer

To

1. All Ministries / Departments of the Govt. of India.
2. All Chief Secretaries of all States / UTs for wide publication
3. All HoDs, Govt. of NCT of Delhi

DEPUTY LEGAL ADVISOR

Eligibility conditions, Educational Qualification, Experience etc, for filling the post on Deputation Basis

Officers under Central Government / State Governments / Union Territory Administrations / Public Sector Undertakings / Recognized Universities / recognized research institutions / Autonomous bodies / Statutory Organizations:.

(A)(I) Holding analogous post on regular basis in the parent cadre / department;

OR

(A)(II) With five years' service in the grade rendered after appointment thereto on regular basis in Level – 9 (Rs. 53,100-1, 67,800) / Level-10 (Rs. 56100-177500) or equivalent in the parent cadre or department;

AND

Possessing the following educational qualification and experience

ESSENTIAL:

(I) Degree of Law from a recognized university.

(II) EXPERIENCE

Five years experience in legal work for Department of Central Government /State Governments/UTs / PSU / Autonomous or Statutory Bodies / recognized institutes/ recognized universities, **OR** listed companies **OR** Law firm **OR** as a legal practitioners

(III) DESIRABLE

(i) LLM from a recognized university.

(IV) Age: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

The period of deputation including the period deputation in another ex-cadre post held immediately preceding this appoint in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

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 retire 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.	
<p>Qualification / experience required as mentioned in the advertisement / vacancy circular</p> <p>Essential</p> <ul style="list-style-type: none"> - Qualification - Experience <p>Desirable</p> <ul style="list-style-type: none"> - Qualification - Experience 	<p>Qualification / experience possessed by the officer:</p> <p>Essential</p> <ul style="list-style-type: none"> - Qualification - Experience <p>Desirable</p> <ul style="list-style-type: none"> - Qualification - Experience

5.1 Note: The column needs to be amplified to indicate essential and Desirable Qualification as mentioned in the RRs by the Administrative Department at the time of issue of circular and issue of advertisement in the employment news	
5.2 In 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 meet the requisite Essential Qualifications and work experience of the post	
a. Note: Borrowing department are to provide their basis 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 duty authenticated by your signature, if the space below is insufficient

Office / Institution	Pose 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 indicate as below:-

Office / Institution	Pay Band and Grade Pay 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 of present employment 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
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 Column 9(c) & (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.			
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) - Central Government - State Government - Autonomous Organization - Government Undertaking			

- Universities		
- Others		
12. Please state whether you are working in the same Department 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. Total emoluments per month now drawn.		
Basic Pay in the PB	Grade Pay	Total emoluments
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 organization showing the following details, may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relied/other Allowances etc., (with break-up details)	Total emoluments
16. 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 the prescribed in the vacancy Circular / Advertisement) (Note: Enclose a separate sheet, if the space is in sufficient)		
16B Achievements: Any outstanding work done (Note: Please enclosed a separate sheet if the space is insufficient)		
17. Please state whether your are applying for deputation (ISTC)/Absorption/Re-employment basis (Officers under Central / State Governments		

<p>are only eligible for "Absorption". Candidates of non-government organizations are eligible only for Short Term Contract). # (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 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 Qualifications / 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.

Date:
candidate

Signature of the

Address _____

CERTIFICATE 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 education qualifications 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 ACRs/APARs (photo copies) for the last 5 (five) 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)

Duties:

1. Overall administration of Prosecution Branch.
2. To coordinate with Addl. Public Prosecutor and Senior Public Prosecutor/Chief Prosecutor, of Designated Court i.e., Patiala House Court.
3. To Advise on all matter referred by the Commissioner, Designated Officers, Administrative Officer & Food Safety Officers.
3. To look after litigation of Department.
4. To pursue court cases and to appear in courts wherever required.
5. Processing and preparation of consents and complaints for filing cases in lower court and Adjudicating Officer of concerned districts.
6. Filing of appeal in session and Tribunal court, imparting advice at various stages of the cases in various courts.
7. To liaison with the Standing Counsels in the High Court and Supreme Court of India.
9. To appear in ACMM-II Court, Session Courts, Tribunal, ADMs Court and other District Civil Courts, whenever directed by the Courts.
10. Visit the registry and concerned branches of High Courts and Supreme Court to remove objections and defects raised in the matter by the registries.
11. To facilitate payment of professional fee to Govt. Counsels.
12. To perform administrative and other works as may be assigned.
13. Maintenance of data base of various court cases and monitoring.