



F.DTL/101/F.01/2011-HR{(DM (HR) II)/_____ Dated:_____

EMPLOYMENT NOTICE

Applications are invited for filling up of 3 post (subject to variation) of Legal Assistant (2 for DPCL and 1 for DTL) in the Pay Band Rs.10900-34800 plus Grade Pay of Rs.4200/- plus other usual allowances as admissible under the rules of the company for appointment by transfer on deputation.

Eligibility

Officers of the Central/State Government:

- A) Officers of Central / State Govt./ UTs/ PSUs/ Autonomous bodies.
- B) 1. Holding analogous posts on regular basis: or
2. With 5 years of regular service in the scale of pay of Rs.5500-9000 (pre-revised) or equivalent; and
- C) Possessing Degree in Law of a recognized university or equivalent and Two years' experience at the Bar

OR

Two years' experience in Legal work in a Government department or autonomous organization or PSU.

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other department of the Central / State Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract shall not be exceeding 56 years as on the closing date of receipt of applications).

Terms & Conditions

1. The appointment on deputation shall be on usual terms & conditions applicable to Central / State Govt. servants.
2. Period of deputation shall be initially for a period of one year, extendable upto maximum period of three years.
3. Officer on appointment will be eligible for allotment of official accommodations as per rules of Delhi Transco Limited.
4. DTL is covered by EPF scheme.

How to Apply

Willing and eligible candidates should send their applications through proper channel (in duplicate in the prescribed Curriculum Vitae Proforma, available at our website ie. www.dtl.gov.in -> career, alongwith duly attested copies of testimonials. The Administrative Controlling Authority, forwarding the application should forward the application along with duly attested copies of ACR Grading for last five years and a certificate that no vigilance / disciplinary case is pending or contemplated against the official. The applications should reach the office of **Deputy Manager (HR) II, 6th Floor, Shakti Sadan, Kotla Road, New Delhi – 110002** within 30 days of publication of this advertisement. Applications received after the last date or otherwise found incomplete will not be considered.

DY. MANAGER (HR)-II

BIO DATA PROFORMA

1. Name : _____
(in Block Letters)
2. Address (Residential) : _____
(in Block Letters)
(Telephone No.: Office/Resi) : _____
3. Category (SC/ST/OBC/Gen.) : _____
4. Date of Birth (in Christian era) : _____
5. Date of Retirement : _____
under Central/State Govt. Rules
6. Education Qualification : _____
7. Details of employment, in : _____
chronological order.

Office / Institution	Post held	From	To	Scale of Pay and Basic pay	Nature of duties performed
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8. Nature of present employment i.e. : _____
Adhoc or Temporary or Quasi
Permanent or Permanent.
 9. Please state clearly whether in the : _____
light of entries made by you
above, you meet the requirements
of the post
 10. 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.
 11. Total emoluments per month now : _____
drawn,
 12. Remarks, if any : _____

I have carefully gone through the Employment Notice / advertisement and I am well aware that the Curriculum Vitae, duly supported by documents submitted by me, will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

SIGNATURE OF THE CANDIDATE

Address: _____

Countersigned by:

(Employer with seal)