

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
2nd Floor, A- wing, Vikas Bhawan-II
Civil Lines, Delhi-110054.

Delhi Urban Shelter Improvement Board (DUSIB), Govt. of NCT of Delhi, functions under the purview of the DUSIB Act, 2010, and is primarily responsible for improving the quality of the life of Slum & JJ Dwellers in the Capital city of Delhi. The Board is also engaged in construction of houses for resettlement of Slum Dwellers across Delhi, under Rehabilitation Schemes. The Board invites applications from the suitable candidates to engage **Three** Legal Assistants, on contract basis :


S. No.	Name of Post	No. of Post	Eligibility Criteria
1	Legal Assistants (Contract)	03	Legal Assistants are required on a consolidated amount of Rs. 35000/- per month, initially for a period of One year, which is extendable, on satisfactory performance, up to three years. The persons having degree of Law from a recognized university with 5 years experience in dealing various legal matters and other allied judicial matters are eligible

How to apply :

Eligible candidates may apply with detailed biodata in prescribed pro forma (attached) along with requisite documents, by **17th June, 2016**, to Pr. Director (Administration), Delhi Urban Shelter Improvement Board, 2nd Floor, 'A' Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054.

General Conditions:

- i) The candidates may apply along-with attested photocopies of certificates.
- ii) The Board reserves the right not to fill up post advertised.
- iii) No TA/DA will be paid to candidate for appearing the interview.
- iv) The board shall verify the antecedents or documents submitted by the candidates.
- v) The board shall not be responsible for any delay/loss due to postal or technical reasons.
- vi) Number of posts may vary
- vii) Applications other than in the prescribed form incomplete application, unsigned application, without required documents/testimonials or application received after the last date by posts/courier will be rejected without further communication.
- viii) Application in the prescribed pro forma should reach to the Pr. Director (Admn.) on the above address on or before **17th June, 2016**.


(V.P. Jha)
Dy. Director (Admn)
Phone : 11-23814305

e-mail : vpjha.delhishelter@gmail.com

ANNEXURE-A
CURRICULUM VITAE PROFORMA

1. Name & Address (in Block letters) -
2. Date of Birth (in Christian era) -
3. Date of retirement under Central/State Government rules-
4. Educational Qualifications-
5. Whether Educational Qualification & other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same.-

	Qualifications/ Experience required	Qualifications/ possessed by the officer	Experience
Essential (1)			
(2)			
(3)			
Desired (1)			
(2)			

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post-
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	From	To	Scale of Pay and basic pay	Nature of duties (in detail)

8. Nature of present employment, i.e. ad hoc or temporary or Quasi-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 you belong-
10. 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) Govt. Undertaking
 - (e) Universities
 - (f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.....
12. 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.....
13. Total emoluments per month now drawn.....
14. Additional information, if any, which you would like to mention in support of your suitability for the post.....
(This among other thing 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).
15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non- Government organization are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST.....
17. Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/ 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.

Signature of the candidate

Date:

Address:.....

.....

Countersigned
(Employer with Seal)