

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)


NO. GA/1073/3/Admn/Pt-I/16/D- 151

Date: 25/2/20

Subject : Advertisement for the post of Legal Assistant on contract basis.

I am directed to enclose herewith an advertisement for appointment to the post of Legal Assistant on contract basis in DUSIB to be uploaded on the website of DUSIB.

Encl : As above.


Dy. Director (Admn)

Dy. Director (System)

0202/1545/00/160-8
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DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)

ROOM No. F-4, VIKAS
KUTIR, I.P. ESTATE, NEW
DELHI-110002

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 **Four Legal Assistants**, on contract basis :-


S.No.	Name of Post	No. of Post	Eligibility Criteria
1	Legal Assistant (contract)	04	Legal Assistant are required on a consolidated amount of Rs. 35,000/- per month for a period of one year, which is extendable, on satisfactory performance, upto 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 bio data in prescribed pro forma (attached) along with requisite documents, by **31st March, 2020** to Director (Admn), Delhi Urban Shelter Improvement Board, Administration Branch, Room No. F-4, Vikas Kutir, I.P. Estate, New Delhi-110002.

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 in 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. Application 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 Director (Admn) on the above address on or before **31st March, 2020**.


Dy. Director (Admn)
Dy. Director (Admn.)
DUSIB, GNCTD

ANNEXURE-A
CURRICULUM VITAE PROFORMA

1. Name & Address (in Block letters) -
2. Date of Birth (in Christian era) -
3. Educational Qualifications-
4. 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/ Experience possessed by the officer
Essential (1) (2) (3)		
Desired (1) (2)		

5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post-
6. 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)

7. Nature of present employment, i.e. ad hoc or temporary or Quasi-Permanent-.....
8. 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-
9. 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
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.....
11. Total emoluments per month now drawn.....

12. 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).

13. Whether belongs to SC/ST.....

14. 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.

Place

Date:

Signature of the candidate

Address:

E-mail :

Mob. No.: