

GOVT. OF NCT OF DELHI  
OFFICE OF THE DEPUTY COMMISSIONER (SOUTH-WEST)  
OLD TERMINAL TAX BUILDING, KAPASHERA, NEW DELHI-110037

F.No.12(367)/Admin/ DC/SW/2023-24/ 40588/1303360.


Dated:- 26/06/2023

**CIRCULAR**

This office has called a walk-in-interview on 08/07/2023(Saturday) for the post of One Legal Consultant on Contract Basis in the office of District Magistrate (South-West), Kapashera. Details uploaded on the website i.e. <https://dmsouthwest.delhi.gov.in>

All the concerned offices of Govt. of NCT of Delhi are hereby requested to widely publish this circular in their office premises.

This issues with the prior approval of the competent authority.

  
26/6/2023  
(K.T. SUDHA)

Encl: Details of advertisement.

Section Officer (Administration)



Copy for information & necessary action:


1. All District Magistrates, Revenue Department, Govt. of NCT of Delhi.
2. All Registrars, District Courts, Delhi.
3. All Secretary, DLSA, Delhi.
4. PA to DM (SW).
5. PA to ADM (SW).
6. DIO (SW) with the request to upload the details of advertisement on web portal of District South-West.
7. All Notice Board of District (SW) including SDM office (Najafgarh), Kapashera & Dwarka).
8. Guard File

  
26/6/2023  
(K.T. SUDHA)

Section Officer (Administration)

website  
committee

eTB

  
T.P. of SJG (H.S.)  
07/07/23

**GOVERNMENT OF NCT OF DELHI**  
**OFFICE OF THE DISTRICT MAGISTRATE OFFICE (SOUTH-WEST)**  
**OLD TERMINAL TAX BUILDING, KAPASHERA, NEW DELHI-110037**  
*Website: [dmsouthwest.delhi.gov.in](http://dmsouthwest.delhi.gov.in)*

F.12 (367)/Admin/DC/SW/2023-24 / 40581

Dated:- 26/06/2023

**NOTICE**


**Engagement of One Legal Consultant on Contractual basis**

The Department wants to hire the services of One Legal Consultant on contractual Basis for monitoring of cases in various courts, preparing replies, tendering legal opinion assisting its officers in court matters and other related works.

Applications are invited from eligible candidates for engagement as Legal Consultant. on contractual basis, on consolidated remuneration of Rs. 35000/- Per Month initially for a period of 01 Year, the same may be extended on mutually agreed terms and conditions . The interested candidates may visit the Website of [dmsouthwest.delhi.gov.in](http://dmsouthwest.delhi.gov.in) for detailed terms & conditions and application form. The applicant's with complete application along with copies of educational qualification and experience etc. must reach for the walk in interview on 08.07.2023 at 10:00 AM at O/o the District Magistrate (South West) GNCTD, Old Terminal Tax Building, Kapashera, New Delhi-110037. The registration for walk in interview will be done from 10:00 AM to 12:00 noon on 08.07.2023.

The period of engagement is 01 Year and may be extended on mutually accepted term & conditions and all Rules, regulations and provisions issued from time to time for engagement shall be applicable.

The vacancy circular and Performa is available on website: [dmsouthwest.delhi.gov.in](http://dmsouthwest.delhi.gov.in)

  
26/6/2023  
**SECTION OFFICER (ADMINISTRATION )**  
**(SOUTH WEST), KAPASHERA**

GOVERNMENT OF NCT OF DELHI

OFFICE OF THE DISTRICT MAGISTRATE OFFICE (SOUTH-WEST)

OLD TERMINAL TAX BUILDING, KAPASHERA, NEW DELHI-110037

F.12 (367)/Admin/DC/SW/2023-24/40586

Dated:-26/06/2023

RECRUITMENT NOTICE

The District Magistrate Office (South-West), Old Terminal Tax Building, Kapashera, New Delhi-110037 intends to hire the services of a young, energetic and suitably experienced Law professional to work in District Magistrate Office (South-West) on Contract basis on the following terms & conditions:-

S.No.	Post	No. of Post	Qualification	Experience
1.	Legal consultant	01	Degree in Law from any recognized University.	Practicing advocates doing legal practice in Civil/Criminal Court in Delhi having Land / Revenue relative experience. The advocate must have good communication skills and knowledge of legal practice acquired and should be able to present standards of excellence. It is desirable, without being exhaustive, that the advocacy practice will demonstrate experience in drafting of appeal, ability to tender legal opinion, a position of leadership in a specialized area of the law and experience in conducting major cases.

The candidates should have outstanding verbal and written communication and presentation skills, have the ability to take initiative and be self-propelled and confident. They must be person of Integrity, highly skilled, creative, with an analytical insight and capable of working in team.

Consolidated remuneration per month shall be as follows:

(No other allowance will be payable over and above the consolidated amount)

S.No.	Post	Consolidated Remuneration
1.	Legal Consultant	Rs. 35000/-

The appointment of Legal Consultants shall be subject to following conditions:-

1. The appointee shall be designated as Legal Consultant, O/o the District Magistrate (South-West), Old Terminal Tax Building, Kapashera, New Delhi-110037.
2. The engagement is on full time contract basis and will not vest any right or claim for regular appointment against the said post.

3. The engagement is initially for a period of 01 Year, which may be extended further on mutually agreed terms and conditions.
4. The appointee shall be entitled to a consolidated remuneration @ Rs. 35000/- (Thirty Five Thousand only) per month.
5. The Employer shall provide the appointee with Secretarial assistance including office computer stationary etc. as is necessary to enable he/her to discharge his/her duties.
6. The appointee shall be entitled to TA/DA when on official tour.
7. The appointee shall be entitled to leave @ 1.0 days each month during the period of contract.
8. The employer reserves the right to terminate the said contract at any time before the expiry of the term of 01 Year without assigning any reason whatsoever.
9. The other terms & conditions of engagement of the appointee shall be regulated through the orders issued by the Government from time to time.
10. In the event of selection/ appointment the candidate shall have to submit an undertaking stating that he/she shall not stake any claim nor file any court case for regularization of service in any Court of Law.
11. No remuneration as consultancy fee or any other fee shall be accepted by the Legal Consultants from any other source during the period of the engagement with O/o the District Magistrate (South-West), Old Terminal Tax Building, Kapashera, New Delhi-110037.
12. While the Legal Consultant is required to work normally from 09.30 AM to 06.00PM (Monday to Saturday), with half hour lunch break, in O/o the District Magistrate (South-West), Old Terminal Tax Building, Kapashera, New Delhi-110037. If required the Legal Consultant shall work any time, including Sunday and Public holidays at the sole discretion of O/o the District Magistrate (South-West), Old Terminal Tax Building, Kapashera, New Delhi-110037. The Legal consultant may be required to visit Government Counsel/Courts as per the requirements of different cases:
13. The maximum age limit for engagement as Legal Consultant shall not be more than 45 years, as on the closing date of applications.



**Review of Performance**

- (i) The performance of Legal Consultant shall be assessed by the Department on the basis of his performance in cases conducted by him/her as well as the reports/comments on their working by the Department.
- (ii) The extension of tenure of the Legal Consultant shall be subject to his/her performance and overall satisfaction of the Department.
- (iii) The performance of the Legal Consultant shall be reviewed every year and his/her continuation shall on his performance in the particular year.

**Scheme for Selection:-**

**Walk-in-Interview**

Candidates will be called for the walk-in-Interview on **08.07.2023.**

  
26/6/2023

SECTION OFFICER (ADMINISTRATION)  
DISTRICT (SOUTH WEST)

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE DISTRICT MAGISTRATE OFFICE (SOUTH-WEST)  
OLD TERMINAL TAX BUILDING, KAPASHERA, NEW DELHI-110037**

Paste your recent  
passport size  
photograph

**Applicant Format**

- 1. Post Applied for Legal Consultant  
(on Contractual Basis) :** \_\_\_\_\_
- 2. Name of Candidate (In Block Letter) :** \_\_\_\_\_
- 3. Father's /Husband Name :** \_\_\_\_\_
- 4. Mother's Name :** \_\_\_\_\_
- 5. Permanent Address :** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
- 6. Address for Correspondence :** \_\_\_\_\_
- 7. Date of Birth :** \_\_\_\_\_
- 8. Gender :** \_\_\_\_\_
- 9. Category (whether UR/SC/ST/OBCs):** \_\_\_\_\_

**10. Educational Qualification (s)**

Qualification Degree	University	% of Marks Obtained & Division /Grade

**11. Details of Experience**

Date of Registration as Advocate with Registration No.				
Name of Court	No. of Vakaltanama filed	No. of Cases Contested	No. of Cases Appearance	No. of Cases Won
Supreme Court				
High Court				
District Court				

**12. Telephone/Mobile/ Contact** \_\_\_\_\_

**Declaration:**

I hereby solemnly declare and affirm that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect, my candidature is liable to be cancelled/terminated; besides taking any other action deemed fit in this regard. I will not stake any claim nor file any court cases for regularization of service in any Court of Law for absorption after termination/completion of contract period. I shall abide by the terms and condition as prescribed.

**Signature of Candidates**

**[Name of candidates below]**

**Place:.....**

**Date:.....**

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