

Department of Environment, GNCT of Delhi
6th Level, C-Wing, Delhi Secretariat,
IP Estate, New Delhi-110002
www.environment.delhigovt.nic.in
Telephone-23392038 (e mail: dsenv@nic.in)

No. F.1(350)/Env./Estt./2020/ **2678-2681**

Dated: **05/01/2021**

To

1. All Pr. Secretaries/Secretaries, Govt. of India,
2. All Pr. Secretaries/Secretaries, Govt. of NCT of Delhi,
3. Chief Secretaries, All States & All Union Territories,
4. All Public Sector Undertakings.
5. All Autonomous or Statutory Organizations
6. All Recognized Universities or Institutions through University Grant Commission.

Sub:- Filling up the post of Legal Officer in Department of Environment, Govt. NCT of Delhi by deputation including short-term contract.

Sir,

The undersigned is directed to say that this department intends to fill 01 posts of Legal Officer (Group-A) in pay level-11, Rs 67700-208700 (pre-revised Rs.15600-39100+6600 Grade Pay) by deputation including short term contract in consultation with UPSC as per usual terms and conditions of deputation as mentioned below:

1.	Name of Post	Legal Officer
2.	No. of Post	01 (One)
3.	Classification	General Central Service Group 'A' Gazetted Non-ministrial
4.	Pay-Scale	Level-11, Rs 67,700-2,08,700 (pre-revised Rs.15600-39100+6600 Grade Pay)
5.	Period of Deputation	One year in the first instance and to be extended from time to time or reduced according to the requirements. However, the period of deputation will not ordinarily exceed three years.
6.	Eligibility	Deputation (including Short-Term Contract): Officers of Central/ State Govts. /Union Territories/ PSUs / Autonomous or Statutory Organizations/ Recognized Universities or Institutions: (A)(i) Holding analogous posts on regular basis in parent cadre/Department : OR (ii) with 5 years' regular service in posts in the Grade rendered after appointment thereto on a regular basis in posts in level-9 (Rs. 53,100- Rs. 1,67,800)/ Level-10 (Rs. 56,100-1,77,500) or equivalent in parent Cadre/ Department: and

*Sent through email
check*

		<p>(B) Possessing the following educational qualification & experience.</p> <p>Essential:</p> <p>(i) Law degree from a recognized University/ Institute ; and (ii) Five years experience in Legal affairs.</p> <p>Desirable : Experience of dealing with Environmental Legal cases.</p> <p>Note : The Period of deputation (ISTC) including the period of deputation (ISTC) in another Ex-Cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>
7	Other terms and conditions	<p>Disqualification</p> <p>No person,</p> <p>(i) Who has entered into or contracted a marriage with a person having a spouse living, or (ii) Who having a spouse living, has entered into or contracted a marriage with any person;</p> <p>shall be eligible for appointment to the said post: Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.</p>
8	Duties of the post	Attached with the circular

The pay and allowances of the selected officers will be regulated by Govt. of NCT of Delhi rules as amended from time to time.

Duly verified application in the prescribed proforma (in original) which can be downloaded from www.environment.delhigovt.nic.in from eligible and willing officers who can be spared, accompanied by the following documents may be forwarded through proper channel to the Dy. Secretary (Env.), Govt. of NCT 6th Level, C-Wing, Delhi Secretariat, IP Estate, New Delhi-110002 **Within 60 days from the date of publication of this advertisement in the Employment News.**

- Bio data (alongwith supporting documents) duly signed by the candidate and countersigned by the Cadre Controlling Authority as per proforma which can be downloaded from the link referred above.
- Photocopies of the ACRs/APARs for the last 5 years duly attested (on each page) by an officer not below the rank of Under Secretary of the Govt. of India.

- c. Cadre Clearance (CC), Vigilance Clearance (VC), Integrity Certificate (IC) and details of major/minor penalties imposed during the last 10 years, in original, duly signed and stamped by the competent authority in the prescribed proforma.
- d. Certificate regarding no Court case is pending against the Officer.

Officers who apply for the post will not be allowed to withdraw their candidature at a later stage. Application not received through proper channel or after the due date or without the above mentioned documents will be rejected.

Yours faithfully



(Kaushal Kishore)
Deputy Secretary (Env)

Copy to:-

1. The Secretary Union Public Service Commission.

19/c
38/c

DEPARTMENT OF ENVIRONMENT, GNCTD

FUNCTIONS & DUTIES OF LEGAL OFFICER

31/c

- Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by Head of Department (HOD)/ Director/ Scientific Officers.
- Ensuring the providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in environment related matters and to firmly secure the interest of Environment Department in all legal matters.
- Identifying important issues and apprising the HOD of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, penalties, etc.
- Supervising and monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts, ASG and other Law Officers of Govt. for all types of legal matters.
- To co-ordinate and attend the briefing/ conferences/meetings regarding Court Matters with Govt. Counsels/ Sr. Advocates/ ASG etc. as per requirement.
- Keeping a watch on the hearing date, filing of affidavits/ status reports in the Hon'ble Courts, etc. Reporting of day to day outcomes of court cases.
- BTF monitoring and co-ordination with Law Department, GNCTD.
- Updation of Status of Court Cases on the E- Litigation software. Maintenance of statistics of Court Cases.
- Monitoring the performance of the panel lawyers and co-ordination with them to ensure their presence in the Hon'ble Courts. Processing of various Fee Bills of Govt. Counsels and settlements of fee etc., with other advocates in co-ordination with the Accounts Functionary of the Department.
- Assisting the HOD/ Director (Env.) and Concerned Officers in preparing of reply to legal notices received in the Department.
- Co-ordination for the court cases in which the Department also has to defend on behalf of Chief Secretary of Delhi/ Administrator of Delhi, and Hon'ble Courts many times issue urgent time bound directions for compliance by these higher authorities.
- Assisting the Officers of the Department in Policy Making/ drafting of Notifications. Co-ordination with Law Department, GNCTD for vetting purposes, etc.
- Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents and other legal documents, as may be required from time to time.
- Any other duty/task assigned from time to time.