

**(To be uploaded on Departmental Website)**

**OFFICE OF THE DIRECTOR GENERAL OF PRISONS,  
PRISONS HEAD QUARTER, NEAR LAJWANTI GARDEN CHOWK CENTRAL JAIL  
TIHAR, NEW DELHI-110064.**

**ADVERTISEMENT NOTICE-2024**

Applications are invited from willing and eligible candidates for filling up the 01 vacant post of Law Officer purely on short term Contractual basis initially for period upto 31.03.2025. Only those candidates may apply who fulfill the eligibility criteria. The details regarding No. of posts, Educational Qualification, Emoluments, Age limit, Tenure and other terms and conditions etc in respect of LAW OFFICER (on Contractual basis) are as under:-

**Name of the post:-** LAW OFFICER (Contract Basis)

**Number of Vacancies:-** Total-01 (One)

**Emoluments:-** Rs. 35400 per month + DA.

**Age Limit:-** The maximum age limit shall not exceed 45 years as on 01.07.2024.

**Essential Qualifications:-**

- (i) Degree in Law of a recognized University or equivalent.
- (ii) 4 years experience in Legal work.

**Tenure:-** Initially for period upto 31.03.2025.

**Nature of duties:-**

1. To deal with legal matters and court cases of Jail/Department; &
2. Preparation of Parawise comments/reply of court cases and appearing in courts on the notice of court and any clarification sought from the court by Jail administration etc; &
3. Maintain the court cases record and follow up and reporting to Higher Authority about the outcomes on day to day basis and ensure for compliance of direction/order of courts; &
4. Provide Legal opinion and advice to jail officer in Legal issue or any query in release and other issues in routine; &
5. To assist the superintendent/incharge of Branches in corresponding with the NHRC/PGMS/VIP reference/RTI and other authorities on matter having legal bearing;&
6. Preparing petition and appeals of the case of or against the department, in deserving cases with Liaison of Govt. Counsel and appearing etc.
7. To assist the Jail Officer in holding special court/Lok Adalat and video conferencing etc.
8. Maintain the court case data and statistics & data of UTP prisoner Bail/436 A Cr. PC, quarterly list of UTP, seriously sick prisoner etc.
9. Any other duty assigned by Higher Authority from time to time.

**Other eligibility norms/General Conditions/Requirements:-**

1. The Appointment shall be purely on Contractual Basis initially for period upto 31.03.2025. The selected candidates have no right to claim for permanent appointment.
2. Appointment shall be subject to medical fitness and verification of Educational Certificates. Consequent upon the selection, the selected candidates will be required to produce a medical fitness certificate from MBBS doctor within three days.



3. The decision of the selection Board will be final and no representation will be entertained in this regard.
4. The contract of appointment can be terminated by either side/party by giving a notice of 07 days without assigning any reason.
5. If any declaration/information furnished by the candidates are found false or any material/fact suppressed willfully, the candidature/appointment will be cancelled/terminated forthwith, due administrative action/legal action will be taken.
6. The applications would be shortlisted on the basis of Education Qualification and Experience and the list of the shortlisted candidates for interview will be displayed on departmental website.
7. To make the whole process thoroughly transparent, the candidate shall himself/herself do the self-marking in column 6 of Sl. No. 5 of the Application Form (ANNEXURE-I) as per the marking scheme, given below:

**(Marks obtained in Board / University ÷ Maximum Marks) x Max. marks allowed as per the following scheme**

Category	Max. Marks Allowed As Per Scheme For Educational & Professional Qualification				Experience
	Secondary/ Matric (10 <sup>th</sup> )	Sr. Sec. Or Its Equivalent (12th)	Graduation (LLB)	Post Graduation (LLM)	
LAW OFFICER (Contractual Basis)	10	20	40	10	10*

\*Experience for 4 years, 8 marks and for each additional year 01 mark subject to maximum of 10 Marks.

8. Interview:- Maximum 10 Marks.
9. Only Top 10 eligible candidates shall be called for interview on the basis of merit prepared on the above marking as at point 06 of the application.
10. The candidates are advised to visit the Departmental Website regularly.

**How to apply:-**

- I. The interested and eligible candidates should send the application through Speed Post only (no other mode of communication will be entertained) in the prescribed Performa as at Annexure I to this office within 15 days of the publication of this advertisement in the Newspaper alongwith 01 set of duly self attested photocopy of the following Documents :-
  - (a) 10 Class Certificate and Marksheet.
  - (b) 12th Class Certificate and Marksheet.
  - (c) Law Degree of a recognized University or equivalent alongwith Marksheet.
  - (d) Experience Certificate.
  - (e) Aadhar Card and a proof of permanent address.
  - (f) 01 recent passport size photograph.
- II. Incomplete application will not be entertained.
- III. Candidate must write "Application for the post of Law Officer (on contractual Basis)" on the top of the envelope.
- IV. The application completed in all respect, may be sent to the **Superintendent-1 (PHQ)** at the following address:

**"OFFICE OF THE DIRECTOR GENERAL OF PRISONS  
(GOVT. OF NCT OF DELHI)  
PRISONS HEAD QUARTER: NEAR LAJWANTI GARDEN CHOWK:  
CENTRAL JAIL, TIHAR: NEW DELHI-110064,"**

**APPLICATION FOR THE POST OF LAW OFFICERS IN DEPARTMENT OF DELHI  
PRISONS DEPARTMENT, GNCTD PURELY ON CONTRACTUAL BASIS.**

1. Name : .....
2. Father's Name : .....
3. Date of Birth : .....
4. Age as on 01.07.2024 : .....
5. Category (UR/OBC/SC/ST) : .....
6. Educational Qualification : .....

Educational & Professional Qualification	Board/ University	Marks Obtained Uni./Board	Max. Marks	Max. Marks As Per Scheme	Self Marking	Remarks (For Office Use)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Secondary/Matric (10 <sup>th</sup> )				10		
Sr. Secondary or Equivalent (12 <sup>th</sup> )				20		
Graduate (LLB)				40		
Post Graduation (LLM)				10		
Experience				10		
Total				90		

7. Details of Experience :

Name of Deptt/Organization	Post held	Pay	Duration of Service	Nature of duty performed

8. Present and Permanent Address (with contact No. & e-mail address): \_\_\_\_\_

**9. Undertaking by the Candidate :-** I \_\_\_\_\_ S/o/D/o Sh./Smt. \_\_\_\_\_ do hereby declare that the particulars submitted by me together with the copy of attached testimonials are correct and true to the best of my knowledge. I also understand that at any time during the selection process and subsequently, if the above particulars are found to be false, my candidature will be rejected and my appointment will be terminated if so selected for the post of Law Officer (Contract Basis). Further, I understand all the terms and conditions and I hereby undertake that in the event of my selection to the post of Law Officer which is purely on contractual basis, I will not claim any right for permanent appointment.

Signature of the candidate.....

Address.....

Date.....