

E-Mail

C-6081178

No. 08/18/2026-DRT

Government of India

Ministry of Finance

Department of Financial Services

3rd floor, Jeevan Deep Building,

10, Sansad Marg, New Delhi,

Dated : 10th August, 2026.

Sony, GAD
Sany, Finance
मुख्य सचिव कायदा विभाग

11 AUG 2026

Chief Secretary, Bihar

Office Memorandum

Subject: Filling up of existing, anticipated and unforeseen vacancies upto 31.12.2026 for the post of Registrar, Assistant Registrar and Recovery Officer on deputation basis in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance - Reg.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up of vacancies of Registrar in Pay Level 12 (Rs 78800-209200) and Assistant Registrar & Recovery Officer in Pay Level 11 (Rs. 67700-208700) of the pay matrix of 7th Central Pay Commission (CPC) on deputation basis in various Debts Recovery Appellate Tribunals (DRATs)/Debts Recovery Tribunals (DRTs) under Department of Financial Services.

The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Central/State Government/Courts/Tribunals/Public Sector Banks, who can be spared may be forwarded so as to reach this Department within 04 weeks from issuance of the vacancy circular i.e. upto 8th September, 2026.

(Shiv Dutt Sharma)

Under Secretary to the Govt. of India

Tel: 23748750

To,

The Director, CS-I (D),
Department of Personnel & Training,
Lok Nayak Bhawan,
New Delhi.

Copy to:

1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretaries of State Governments and Administrators of UTs.
3. The Controller General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi-110023
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of all High Courts.
6. The NIC Cell, 2nd Floor, Jeevan Deep Building, New Delhi- with a request to upload the vacancy circular immediately on the official website of DFS.
7. Under Secretary, Establishment, DFS : With a request to upload this OM in e-HRMS 2.0.

With a request to kindly forward the application of eligible and willing officers, who can be spared immediately, so as to reach this Department before the last date.

मुख्य सचिव कायदा विभाग
सं. 4773
दिनांक 12.08.2026

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Vacancy Circular for the post of Registrar, Assistant Registrar and Recovery Officer in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunal (DRTs):

1. Details of vacancies

Registrar : vacancies:- 4

Existing:- 03 vacancies in DRTs at Kolkata*, Madurai, Chennai.

Anticipated:- 01 vacancy in DRT at Cuttack and any unforeseen vacancies.

Assistant Registrar : vacancies:- 02

Existing:- 01 vacancy in DRT at Cuttack**.

Anticipated :- 01 vacancy in DRT at Chandigarh and any unforeseen vacancies.

Recovery Officer vacancies:- 11

Existing:- 03 vacancies in DRTs at Chennai, Mumbai and Visakhapatnam.

Anticipated:- 08 vacancies in DRTs at Bengaluru, Chandigarh (2), Dehradun, Delhi, Kolkata, Patna, Siliguri and any unforeseen vacancies

*The vacancy of Registrar in DRT-3, Kolkata is subject to the outcome of the WPCT No. 197/2025 titled as Union of India Vs. Anup Mitra before Hon'ble Calcutta High Court.

**The vacancy of Assistant Registrar in DRT, Cuttack is subject to the outcome of the Original Application No. 273/2025 titled as Anup Mitra Vs. Union of India in the CAT, Kolkata.

2. The number of vacancies and the locations indicated above may change without further notice. **Registrar/Assistant Registrar/Recovery Officer upon selection, may be posted against any of the vacant posts irrespective of their choice given in the application form.**

3. Willing and eligible officers may submit their applications, duly filled **separately for each post (if applying for more than one post)** in the prescribed proforma **through proper channel only** (i.e. through their Cadre Controlling Authority) so as to reach the undersigned on or before 8th September, 2026.

4. No applicant will be permitted to withdraw his/her candidature after selection. Doing so will attract one year debarment of such candidates for deputation in DRATs/DRTs.

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, Courts, Tribunals, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Annexure-II of the application form along with Vigilance clearance, integrity certificate, major/minor penalty certificate and attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for five years i.e. from 2021-22 to 2025-26. It may be noted that, if any ACR/APAR/Grading for a period of more than

03 months is not recorded, then ACR/APAR/Grading prior to 2021-22 for the matching period may be forwarded along with 'No Report Certificate' (NRC) for such period(s). If no report is available for an Assessment year, a report for the year prior to 2021-22 is to be provided.

6. The crucial date for determining the eligibility in respect of vacancies will be the last date for receipt of application i.e. 8th September, 2026. In case of extension of time for receipt of application, the crucial date for determining the eligibility shall remain the same as mentioned in this vacancy circular.

7. The eligibility for the post (Annexure I) and the application form (Annexure-II) are enclosed and are also available in the vacancy section of this Department's website at financialservices.gov.in/beta/en.

8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for the aforesaid post.

9. The applications received after the last date or received with incomplete documents or not received through proper channel, will not be considered. Applicants/cadre controlling authorities are to ensure that the applications, with all required documents, reach well in time before the due date.

10. The selected candidates will be appointed on deputation basis for a period of four years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

11. The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.



(Shiv Dutt Sharma)
Under Secretary to the Govt. of India
Ministry of Finance
Department of Financial Services
3rd Floor, Jeevan Deep Building
10, Parliament Street, New Delhi
Tel: 23748750

Eligibility for the post of Registrar

(a) Officers under the Central Government or State Governments or Courts or Tribunals:

(i) holding analogous post on regular basis in the parent cadre or department;

or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level 11 in the pay matrix (Rs. 67700-208700) or equivalent, in the parent cadre or department; or

(b) Officers of the Public Sector Banks –

(i) Holding analogous posts in scale V on a regular basis in the parent cadre or Department; or

(ii) with five years regular service in the post in scale IV in the parent cadre or Department.

Desirable qualification(s)

Experience in legal or judicial work.

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

Note 3 : The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing last date of receipt of application.

Eligibility for the post of Assistant Registrar

(a) Officers under the Central Government or State Governments or Courts or Tribunals:

(i) holding analogous post on regular basis in the parent cadre or Department;

or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 9 in the pay matrix (Rs.53100-167800) or equivalent in the parent cadre or Department; or

(iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 8 in the pay matrix (Rs. 47600-151100) or equivalent; or

(iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 7 in the pay matrix (Rs. 44900-142400) or equivalent;

(b) Officers of the public sector banks –

(i) Scale IV Officers holding analogous post on regular basis in the parent cadre or Department; or

(ii) Scale-III Officers with five years regular service in the post.

Desirable qualifications

Experience in legal or judicial work

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

Note 3: The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Eligibility for the post of Recovery Officer

(a) Officers under the Central Government or State Governments or Courts or Tribunals;

(i) holding analogous post on regular basis in the parent cadre or department;

or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or

(iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department; or

(iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in Level 7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department;

:3:

(b) Officers of the public sector banks –

- (i) Scale IV Officers holding analogous post on regular basis in the parent cadre or department; or
- (ii) Scale-III Officers with five years service in the grade rendered after appointment thereto on a regular basis in the post.

Desirable qualifications

Degree in law or having legal experience.

Note 1 : The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

Note 2 : The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application.

Application Form

Part-I : (To be filled by the Applicant and no column should be left blank)

1.	Name of the applicant (in block letters):							Recent Passport size Photograph signed across by the candidate should be pasted here	
2.	Post applied for:								
	Names of places/stations in order of preference (in block letters): 1. 2. 3.								
3.	(a) Date of Birth in Christian ERA (DD/MM/YYYY)								
	(b) Age as on 8 th September, 2026								
	(c) Date of Retirement/superannuation in parent cadre								
4.	a) Date of Joining Service								
	b) Name of the Service								
5.	Details of postings in last 10 years, starting with present post held (including post held on ad-hoc/deputation basis) (Note: To be filled by all Applicants) (duly signed separate sheet can be attached by the candidate) :								
	Sl	Designation	Deptt./ Office/ Org.	Whether post held on Regular/adhoc/ officiating/ deputation basis	Whether Group 'A' / 'B' / 'C' / or ('Scale' in respect of officers from PSBs)	Whether Gazetted / Non-Gazetted (Not Applicable in respect of officers from PSBs)	Scale of pay / Pay Band + Grade Pay	Period	
								From	To
1.									
6.	POST HELD ON REGULAR BASIS								
	a) Name of the post								
	b) Whether Group 'A'/'B' Gazetted								
	c) Scale of pay / Pay Band + Grade Pay								
	d) Date of appointment on REGULAR basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post								
	e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank								
7.	Present Basic Pay								
8.	For Officers of Public Sector Banks (PSBs) only :								
	a) Present Scale-III/IV/ V								
	b) Date of appointment in present scale on regular basis								
9.	a) Educational Qualifications								
	b) Professional qualifications, if any								
10.	Experience, particularly relating to legal matters								
11.	Date of return from last ex-cadre post or deputation, if any								
12.	Whether belongs to SC/ST/OBC/PH								
13.	Whether all eligibility conditions are fulfilled.								
14.	a) Whether worked in DRT/ DRAT earlier. If so, give details including period of deputation								
	b) Whether attended interview for the posts in DRT/DRAT earlier. If so, year of appearance and the number of attempts.								

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15.	a) Postal Address for communication with PIN Code and /Fax Number (in block letters)	
	Telephone No.	
	Mobile No.	
	E-mail ID	
	b) Postal address of parent department with PIN Code Telephone and E-mail ID. (in block letters)	

I certify that the above details furnished by me are true to the best of my knowledge and belief and I am eligible for the post applied for.

Signature of the Applicant with date

Place :-

Part-II :

(To be filled by Cadre Controlling Authority of the applicant)

OFFICE OF

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of
2. It is also certified that Shri/Sm/Vms is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
3. It is also certified that Integrity of Shri/Sm/Vms..... is beyond doubt.
4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Vms..... during the last 10 years.
5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Gradings for the last 5 years i.e. from 2021-22 to 2025-26 are enclosed along with NRC for the period(s) [if ACR/APAR/ Grading for a period more than 3 months is not recorded then ACRs/APARs/ Grading prior to 2021-2022 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for an Assessment Year, a report for the year prior to 2021-22 is to be provided.
6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Vms..... is selected for the post of in Debt Recovery Appellate Tribunal/ Debts Recovery Tribunal.

**(Name, Signature & Telephone No.
of Officer with Official Stamp)**

Place: _____

Date: _____

Filling up of existing, anticipated and unforeseen vacancies upto 31.12.2026 for the post of Registrar, Assistant Registrar and Recovery Officer on deputation basis in Debts Recovery Appellate Tribunals (DRATs) and Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance - Reg. cs-bihar < cs-bihar@nic.in >

Rahul Beniwal < drt@nic.in >

Tue, 11 Aug 2026 9:59:35 AM +0530

To "CS AP"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"Kumar IAS"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"<csoffice.cg@gov.in>,"Chief Secretary"<cs-go@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"Keshni Arora"<cs@hry.nic.in>,"Shri Khachi"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"bharatbhushanvyasias"<bharatbhushanvyasias@gmail.com>,"Shri Singh"<cs-jharkhand@nic.in>,"officeofcs"<officeofcs@gmail.com>,"Chief Secretary"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs miz"<cs_miz@rediffmail.com>,"Chief Nagaland"<csnlg@nic.in>,"Chief Odisha"<csori@ori.nic.in>,"Chief Punjab"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Prakash"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"tnstateeoc"<tnstateeoc@gmail.com>,"Chief Secretary"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"cstripura"<cstripura@gmail.com>,"CHIEF GoUP"<csup@nic.in>,"chiefsecyuk"<chiefsecyuk@gmail.com>,"chief secretary"<cs-uttarakhand@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"Chief Andamans"<cs-andaman@nic.in>,"Shri Dev"<csdelhi@nic.in>,"Chief CS"<cs.pon@nic.in>,"Andhra Pradesh"<cpc-ap@indianjudiciary.gov.in>,"Central Coordinator"<cpc-bom@indianjudiciary.gov.in>,"Shahabuddin Qureshi"<cpc-cg@indianjudiciary.gov.in>,"CPC Court"<cpc-asm@indianjudiciary.gov.in>,"eCourts CPC"<cpc-guj@indianjudiciary.gov.in>,"IT Cell"<hcourt-ahmd-guj@nic.in>,"High CPC"<cpc-hp@indianjudiciary.gov.in>,"High CPC"<cpc-jk@indianjudiciary.gov.in>,"High CPC"<cpc-jhr@indianjudiciary.gov.in>,"High CPC"<cpc-jhr@nic.in>,"Karnataka Computers"<cpc-kar@indianjudiciary.gov.in>,"High CPC"<cpc-ker@indianjudiciary.gov.in>,"CPC Pradesh"<cpc-mp@indianjudiciary.gov.in>,"Madras CPC"<cpc-tn@indianjudiciary.gov.in>,"mdceo"<md.ceo@bankofindia.bank.in>,"mdceo"<mdceo@mahabank.co.in>,"md"<md@uco.bank.in>,"cmd"<cmd@psb.bank.in>,"mdceo"<mdceo@canarabank.com>,"md"<md@indianbank.co.in>,"md"<md@indianbank.bank.in>,"mdsec"<mdsec@iob.in>,"mdceo"<mdceo@unionbankofindia.bank.in>,"mdceo"<mdceo@centralbank.bank.in>,"md"<md@pnb.bank.in>,"md ceo"<md.ceo@bankofbaroda.com>,"Chairman"<chairman@sbi.co.in>,"Support Website"<websitesupport-dfs@gov.in>

Cc "Shiv Dutt Sharma"<shiv.sharma67@nic.in>

महोदय,
कृपया, उपर्युक्त विषय के संदर्भ में, संलग्नक देख लें।

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सादर,

Rahul Beniwal/ राहुल बेनीवाल

Section Officer (DRT)

Ministry of Finance/ वित्त मंत्रालय

Department of Financial Services/ वित्तीय सेवाएं विभाग

Jeevan Deep Building

Parliament Street

New Delhi-110001

Tel: 011-23748741

Mail ID: drt@nic.in

हम हिंदी में पत्राचार का स्वागत करते हैं

1 Attachment(s)

Image_3819.pdf

2.5 MB

E-Mail

E-6081154

Filling up the post of Dy. Chief Legal advisor (1 post) in the Delhi Development Authority (DDA) on a deputation basis

cs-bihar <cs-bihar@nic.in> (26)

Deeraj Chauhan <consultantpb1@dda.gov.in>

Mon, 10 Aug 2026 3:23:58 PM +0530

Bcc "Chief Secretary" <cs-bihar@nic.in>

Sey, Gao/Law

मुख्य सचिव कोषागार विभाग
Dear Sir/Madam,
As you may be aware that the Delhi Development Authority (DDA) was created in 1951 under the provisions of the Delhi Development Act "to promote and secure the development of Delhi". DDA is responsible for planning, development and construction of Housing Projects, Commercial Lands, Land Management, Land Disposal, Land Pooling, Land Costing etc.

2. The Legal Department of the Delhi Development Authority (DDA) provides legal advice, drafts and vets legal documents, manages court cases and advises on policy to protect the DDA's interests and ensure compliance with laws and regulations. For effective functioning of legal department of DDA, we have invited applications for filling the post of Dy. Chief Legal advisor (1 post) in the Delhi Development Authority (DDA) on a deputation basis. The expertise and experience of officers from various state and union territory administrations are highly valued for these posts and in turn these officers can immensely gain from their experience in working in the urban sector of Delhi.

3. We have issued a detailed notification for this vacancy, a copy of which is enclosed for your kind perusal. The notification outlines the specific eligibility criteria, the required experience, and the last date for the submission of applications.

4. We would be most grateful if you could kindly disseminate this notification to all the concerned departments. We encourage you to forward the names of eligible and interested officers who can be spared for this crucial assignment which will provide excellent exposure to interested officers. The applications for the post of Dy. Chief Legal advisor (1 post), along with all the required documents and vigilance clearance, should be forwarded to this office by 14.09.2026.

Your cooperation in this important matter will be sincerely appreciated.

Thanking you.

Personnel Branch-I,
Delhi Development Authority.

Attachment(s)

17/08/26
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17/08/26

मुख्य सचिव कार्यालय
हाथी सं 13.08.2026
दिनांक

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dy_cla_extension31072026.pdf
3.1 MB

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For DDA Website

दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY
कार्मिक शाखा - I/PERSONNEL BRANCH-I
कमरा नं. 311, बी ब्लॉक, विकास सदन, आई.एन.ए., नई दिल्ली-110023
ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

No. F.7(110)2011/PB-I/5018

Dated: 31/7/26

V.N. No - 02/2026/PB-I/DDA

Subject: Extension of last date of applications in respect of filling up post of Dy. Chief Legal Advisor in DDA on deputation basis.

Delhi Development Authority invited applications in the prescribed format from the eligible officers *dealing with legal affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies*, for filling up the post of Dy. Chief Legal Advisor in PB-3 with Grade Pay of Rs. 7600/- (revised to Level-12 in the Pay Matrix as per 7th CPC) on deputation basis in DDA vide vacancy notice V.N. No-02/2026/PB-I/DDA dated 13.05.2026. The last date for receiving complete applications was 15.07.2026, which has now been extended upto 14.09.2026.

Complete notification containing essential qualification, maximum age and experience etc. along with the format of application in respect of afore-mentioned post is available on website of DDA at www.dda.gov.in. All other terms and conditions of the afore-mentioned vacancy notice remains the same.

V. K. Kushwaha
31.7.26
(V. K. Kushwaha)
Director (P)-I



672/c

For DDA's Website

दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY
कार्मिक शाखा - 1 / PERSONNEL BRANCH-I
कमरा नं. 311, बी ब्लॉक, विकास सदन, आई.एन.ए. नई दिल्ली-110023
ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

No. F.7(110)2011/PB-I/ 2032

Dated: 13/05/26

V.N. No. 02/2026/PB-I/DDA

Sub: - Filling up 01 selection post of Dy. CLA (Level-12 in the Pay Matrix as per 7th CPC) in DDA on Deputation basis.

Delhi Development Authority invites applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 post of Dy. Chief Legal Advisor in PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/- (Level-12 in the Pay Matrix as per 7th CPC) on deputation basis in DDA in accordance with the following provisions of the recruitment rules:-

"From amongst the officers dealing with Legal Affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies:

- (a) (i) Holding analogous posts on regular basis in the cadre/parent department; or
(ii) With 5 years' service in posts in the Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 6600/- or equivalent;

and

(b) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and preferably having experience of dealing with land acquisition, transfer of property, revenue and Service matters etc;"

Note: The transfer of deputation shall be initially for a period of 03 year which is extendable up to 5 years on year to year basis as per guidelines Issued by DoPT. The Terms and Conditions of deputation shall be governed by the provisions mentioned in the OM dated 17th June, 2010 and as amended from time to time.

General Conditions:

- i. Candidates should apply through Cadre Controlling Authority in the parent department in the proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt.(RR) dated 02.07.2015 enclosed herewith, along with relevant documents. The Cadre Controlling Authority should also fill up "Certificate by the Employer/Cadre Controlling Authority" invariably which is a part of prescribed application format.
- ii. The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct as per records.
- iii. The applications received after the last date of receipt shall not be entertained under any circumstances.
- iv. The period of deputation shall be initially for 03 year extendable up to five years on year to year basis, which may, however, be terminated at any time before completion of period/extended period at the discretion of the Delhi Development Authority.
- v. The Pay and allowances and other conditions of deputation of the officers selected on deputation shall be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.
- vi. The APARs for the last five years duly certified by the Group 'A' Officer in the parent department along with latest vigilance clearance report indicating the pending and settled disciplinary/criminal cases and the details of penalties imposed, if any, should also be furnished.
- vii. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post.
- viii. It may be noted that the substantive pay scale/ pay band + Grade Pay/ Level in the pay matrix should be mentioned in the application as only the substantive post and pay scale/ pay band + grade pay/ level in the pay matrix will be considered by DDA. The financial up-gradation under ACP/ MACP/ NFSG/ NFU etc. should be shown separately.
- ix. In case, the pay structure is different from central government, the comparable pay structure to the central government based on the 7th CPC should be clearly mentioned.

The application, complete in all respect should reach the office of Commissioner (Personnel), Delhi Development Authority, E-1, Ground Floor, Vikas Sadan, New Delhi - 110023 on or before 15/7/26. Incomplete applications shall not be considered and will be rejected summarily.

Encl: As Above.


(Vineet Jain) 13/5/26
Commissioner (Personnel)

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**Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by
deputation for the Post of Dy. Chief Legal Advisor
(Strike out whichever is not applicable)**

1	Name and address (in Block Letters)	
2	Date of Birth	
3	i. Date of entry into service ii. Date of retirement under Central /State Government Rules	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications /experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer
	Essential	Essential
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
	Desirable	Desirable
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of Issue of Circular and issue of advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (Col. on the separate sheet should however remain as under).					
	Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below. 2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.					
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme			from	To
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		

9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.			
10	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	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) Union Territory Administration d) Autonomous Organization e) Statutory Organization f) Public Sector Undertaking g) Recognized University h) Recognized Research Institute i) Others			
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13	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.			
14	Total emoluments per month now drawn			
	Basic Pay in the PB	Grade Pay	Total Emoluments	
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / Interim relief / other Allowances etc. (with break-up details)	Total Emoluments	

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16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. {This among other things 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)}	
16B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17	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 Organizations are eligible only for Short Term Contract)	
	(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "re-employment")	
18	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Post _____
 Department _____
 Address (Office) _____

 Address (Residential) _____
 Mobile No. _____

Dated: -

Certificate by the Employer /Cadre Controlling Authority

The Information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Sh. /Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years OR A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be.)

Countersigned

(Employer / Cadre Controlling Authority with Seal)

Points to be noted by the Parent Department

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. E.g.: - For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan.2014 (excluding the first date of publication).

