



DELHI DEVELOPMENT AUTHORITY
RECRUITMENT CELL
VIKAS SADAN, I.N.A., NEW DELHI-110023.
(Website <http://dda.org.in>)

DDA invites applications for engagement of Consultant Legal Assistant purely on short **term contractual basis initially for a period of 01 year, which may be extended further depending upon the requirement of DDA and performance of the candidates or till the regular incumbents joins the post, whichever is earlier.**

Sl. No.	Name of Post	Number of Posts.	Minimum Educational/ Professional Qualification	Maximum Age as on	Experience	Consolidated Remuneration
1	Consultant Legal Assistant	01	A law degree from a reputed University, preferably a National Law University. Should be admitted to practice law in India	45 years	1. Should possessed minimum 05 years' Post Qualification Experience (PAQ), with some experience in contractual drafting 2. At least one year working experience in Govt. Authority/ Public Authority/ Public Sector Undertaking.	₹ 60,000/- per month (inclusive of ₹ 5000/- as conveyance charges)

• **Instructions for Candidates: -**

Note: The candidate shall send the bio data in the prescribed format by 21.09.2020 up to 06:00 P.M. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled in **pdf or JPEG format** at email - ddrc@dda.org.in

2. The incomplete applications or the applications of candidates not having the requisite qualification/ experience shall be rejected summarily.
3. Please do not enclose any document(s) while sending the scanned copy of the application form at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interview, if called.
4. Any candidate who has already rendered his services in the past will not be any bar/ disqualification in applying afresh for the post under consideration.
5. Sending bio data through email does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview who are found suitable as per the criteria devised by the DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc. shall be entertained.
6. The date, time and venue of the interview will be intimated at a later date.
7. No TA/DA will be paid for attending the interview.
8. Applications received by any other mode, will not be entertained.

Sd/-
Commissioner (Personnel)