

## ADVERTISEMENT NOTICE

Applications are invited for the post of Deputy Legal Advisor, Group-"A" by Deputation including Short Term Contract failing which by Direct Recruitment Percentage 100%, in the Department of Food Safety, Govt. of NCT of Delhi.

**Name of the post:-** Deputy Legal Advisor

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

**Pay Scale:** Level 11 of the 7<sup>th</sup> CPC, Pay Matrix Level-11 (Rs. 67,700-2,08,700/-)

**Age Limit:** The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Educational Qualification**

**ESSENTIAL:**

(I) Degree of Law from a recognized university.

(II) **EXPERIENCE** Five years' experience in legal work for Department of Central Government /State Governments/ UTs/PSU/ Autonomous or Statutory Bodies/ recognized institutes/ recognized universities , OR listed companies OR Law firm OR as a legal practitioners

(III) **DESIRABLE**

(i) LLM from a recognized university.

Experience: Not applicable

**Note:** The candidates are advised to visit the Departmental Website i.e., [www.foodsafety.delhi.gov.in](http://www.foodsafety.delhi.gov.in), for detailed terms & conditions about the method of recruitment, nature of duties, etc. of the post before applying.

**How to Apply-**

1. The prescribed application form available on the departmental website [www.foodsafety.delhi.gov.in](http://www.foodsafety.delhi.gov.in) along with relevant documents, shall be sent to this office only through Speed Post within 60 days of publication of this advertisement in the newspaper.
2. Incomplete application form will not be considered.
3. Completely filled application form along with all relevant documents should be addressed to the **Head of Office** at the following address :

**DEPARTMENT OF FOOD SAFETY,  
(Govt. of NCT Of Delhi)  
8<sup>th</sup> Floor, Mayur Bhawan,  
Connaught Place, New Delhi-110001**

**Note:** - The last date for submission of the complete application form will be 18.03.2026 by 17:00 pm.

  
(HEAD OF OFFICE)

DEPARTMENT OF FOOD SAFETY

## विज्ञापन सूचना (ADVERTISEMENT NOTICE)

खाद्य सुरक्षा विभाग, दिल्ली सरकार, में उप विधि सलाहकार (Deputy Legal Advisor), समूह-"A" के पद पर प्रतिनियुक्ति (Deputation) जिसमें अल्पावधि अनुबंध (Short Term Contract) भी शामिल है, और इसके असफल होने पर प्रत्यक्ष भर्ती (Direct Recruitment) द्वारा 100% पदों की भरती हेतु आवेदन आमंत्रित किए जाते हैं।

**पद का नाम:** उप विधि सलाहकार (Deputy Legal Advisor)

**रिक्त पदों की संख्या:** 01 (एक)

**वेतनमान:** लेवल-11, 7वाँ सीपीसी, वेतन मैट्रिक्स लेवल-11 (₹67,700-2,08,700/-)

**आयु सीमा:** प्रतिनियुक्ति (अल्पावधि अनुबंध सहित) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होनी चाहिए।

### शैक्षणिक योग्यताएँ

**अनिवार्य:** (I) किसी मान्यता प्राप्त विश्वविद्यालय से विधि स्नातक (LLB) की डिग्री।

(II) केंद्रीय सरकार/ राज्य सरकारों/ केंद्र शासित प्रदेशों/ सार्वजनिक क्षेत्र के उपक्रमों/ स्वायत्त या सांविधिक निकायों/ मान्यता प्राप्त संस्थानों/ मान्यता प्राप्त विश्वविद्यालयों, अथवा सूचीबद्ध कंपनियों, अथवा विधि फर्म, अथवा विधि व्यवसायी के रूप में पाँच वर्षों का विधिक कार्य अनुभव।

**वांछनीय:** (i) किसी मान्यता प्राप्त विश्वविद्यालय से एलएलएम (LLM)।

**अनुभव:** लागू नहीं।

**नोट:** उम्मीदवारों को सलाह दी जाती है कि वे आवेदन करने से पूर्व भर्ती की पद्धति, कार्यों की प्रकृति आदि के विस्तृत नियम एवं शर्तों के लिए विभागीय वेबसाइट [www.foodsafety.delhi.gov.in](http://www.foodsafety.delhi.gov.in) पर उपलब्ध विवरण अवश्य देखें।

### आवेदन कैसे करें

1. विभागीय वेबसाइट [www.foodsafety.delhi.gov.in](http://www.foodsafety.delhi.gov.in) पर उपलब्ध निर्धारित आवेदन पत्र को आवश्यक दस्तावेजों सहित केवल स्पीड पोस्ट के माध्यम से इस कार्यालय में समाचार पत्र में प्रकाशित विज्ञापन की तिथि से साठ (60) दिनों के भीतर भेजा जाए।
2. अपूर्ण आवेदन पत्र विचारार्थ स्वीकार नहीं किए जाएंगे।
3. पूर्णतः भरे हुए आवेदन पत्र तथा सभी संबंधित दस्तावेज निम्नलिखित पते पर कार्यालय प्रमुख के नाम से भेजे जाएँ:

DEPARTMENT OF FOOD SAFETY

(दिल्ली सरकार)

8वीं मंज़िल, मयूर भवन,

कनॉट प्लेस, नई दिल्ली-110001

**नोट:** पूर्ण आवेदन पत्र जमा करने की अंतिम तिथि 18.03.2026 शाम 17:00 बजे तक है।

  
(कार्यालय प्रमुख)  
खाद्य सुरक्षा विभाग  
दिल्ली राष्ट्रीय राजधानी क्षेत्र सरकार



(RECRUITMENT / FILE NO. F.1.7.193/121 DOFS)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF FOOD SAFETY  
8<sup>TH</sup> FLOOR, MAYUR BHAWAN, CONNAUGHT PLACE, NEW DELHI

DATE 17/01/2025

**ADVERTISEMENT**

It is proposed to fill up one post of Deputy Legal Advisor, Group "A", Gaztted in the Level 11 of the 7<sup>th</sup> CPC, Pay Matrix (Rs. 67,700-2,08,700/-) in the Department of Food Safety, Govt. of NCT Of Delhi. The post is to be filled up by Deputation including Short Term Contract failing which by Direct Recruitment Percentage 100%.

**Recruitment and Educational Qualifications**

**By deputation (including Short-term contract) :**

**DEPUTATION (Including Short Term Contract) :**

Officers under Central Government/ State Governments/ Union Territory Administrations/ Public Sector Undertakings/ Recognised Universities/ recognised research institutions/ Autonomous bodies/ Statutory Organisations.

(A)(I) Holding analogous post on regular basis in the parent cadre/ department.

OR

(A)(II) With five years' service in the grade rendered after appointment thereto on regular basis in Level - 9 (Rs. 53, 100- 1,67,800) / Level-10 (Rs. 56100-177500) or equivalent in the parent cadre or department.

AND

(B) Possessing the educational qualification and experience as prescribed for direct recruitment under Column (7). 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/ department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications

**Note:** - The crucial date for determining eligibility will be 18/03/2026 by 17:00 pm.

- (1) The terms and conditions of the service of the officer selected for appointment to the post of Food Analyst in the Department of Food Safety, Govt. of NCT of Delhi on by Deputation including Short Term Contract failing which by Direct Recruitment Percentage 100% shall be regulated in terms of the statutory rules notified in this regard, if any, and in the absence of such statutory rules, in terms of the existing instructions issued on the matter by the Central Government/NCT of Delhi, whichever applicable, as amended from time to time.
- (2) Applications of interested and eligible officers, who could be spared in the event of their selection may be sent through proper channel in the prescribed proforma (Annexure—I) (in duplicate) along with their last 5-years' Annual Performance Appraisal Reports so as to reach the Commissioner, Food Safety, 8th Floor Mayur Bhawan, Connaught Place, New Delhi-110001, within 60 days from the date of publication of this advertisement in the newspapers. Applications

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received after the due date or found incomplete shall not be considered and shall be summarily rejected. While forwarding the application, the sponsoring organization should verify and certify that the particulars furnished by the applicant are correct. The following information/documents also need to be sent along with the application: -

- (i) Cadre Clearance;
  - (ii) Vigilance Clearance keeping in view the instructions contained in DoP&T's O.M.s No.14017/101/91-Estt.(RR) dated: 14.07.1993 and No.11012/11/2007-Estt. (A) dated 14.12.2007;
  - (iii) Integrity Certificate;
  - (iv) Major/Minor Penalty Statement imposed during the last 10 years; and
  - (v) Photocopies of the APARs of last 5 – years duly attested of each page by an officer not below the rank of Under Secretary in the Govt. of India.
- (3) Applications not in the prescribed proforma and/or not accompanied by cadre clearance, vigilance clearance, integrity certificate, details of major/minor penalties imposed during the last 10-years and up to date APARs dossiers for the last 5 years duly attested on each page are liable to be rejected summarily.

*S. Kant*  
Administrative Officer  
(Department of Food Safety)  
Tel.No.23413488



## BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address(in Block Letters)		
2. Date of Birth (DD/MM/YYYY)		
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.)		
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed By the officer</b>	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
5.1 Note: The column needs to be amplified to indicate essential and Desirable Qualification as mentioned in the RRs by the Administrative Department at the time of issue of circular and issue of advertisement in the employment news		
5.2 In 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.		

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7. Details of Employment, in chronological order. Enclose a separate sheet as duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Level in pay matrix/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the Post applied for

**\*Important:** Level in pay matrix/Pay Band and Grade pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Level in pay matrix/Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in pay matrix where such benefits, have been drawn by the candidate may be indicated as below:

Office/Institution	Pay & level in pay matrix 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 any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. Additional details about present employment:</b> Please state whether working under(indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) 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	Level in pay matrix	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 closed.			
Basic pay with scale of pay and rate of (with increment)	Dearness pay/interim relief/ other allowances etc., with break-up details	Total emoluments	

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**16. (A) 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)

**16. (B) Achievements, if any, relevant to the post**  
 The candidates are requested to indicate information with regard to;

(Note: Enclose a separate sheet if the space is insufficient)

- (ii)
- (iii)

**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'/Reemployment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

**18. whether belongs to SC/ST/OBC/General**

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 provide 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)  
 Address

Date \_\_\_\_\_



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**Certification 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 the 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 Shri/Smt. ....
- (ii) His/her integrity is certified.
- (iii) The photocopies of his/her ACRs/APARs 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)

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points to be noted by the Sponsoring Organizations while forwarding the application of the candidate for appointment on deputation to the post of Food Analyst, Department of Food Safety, GNCTD

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.2/1/2012Estt.(Pay.II)dated : 04.01.2013, may be strictly adhered to.
3. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates will not be processed for determining the eligibility of the candidates for the selection.
4. The crucial date for determining eligibility will be 18/03/2026.
5. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the lending organization.