

Dated the 1st July, 2019

OFFICE MEMORANDUM

Subject:- Filling up of the post of Assistant Director of Estates(Litigation) on deputation basis in Directorate of Estates, Ministry of Housing and Urban Affairs – reg.

Services of a suitable Central Government Officer for one post of Assistant Director of Estates (Litigation), General Central Service, Group-B (Gazetted) in Level-7 in the Pay Matrix (Pre-revised pay scale of Pay Band-2 (Rs.9300-34800) with Grade Pay of Rs.4600/) is proposed to be filled up on deputation basis in the Directorate of Estates.

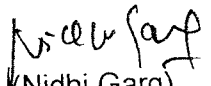
2. The following are the eligibility conditions for appointment to the above post:-
 - (a) Officers holding posts in Level-5 in the Pay Matrix and above and working in the Central Government Departments, possessing a Degree of Law with 5 years' experience in dealing with litigation matters;
 - (b) Officers holding posts in Level-6 in the Pay Matrix and above and working in the Central Government Departments, possessing a Degree of Law with 3 years' experience in dealing with litigation matters; and
 - (c) Officers holding posts in Level-6 in the Pay Matrix and above and working in the Central Government Departments, possessing a Degree of Law with 2 years' experience in dealing with litigation matters;
3. The duties of the Assistant Director of Estates (Litigation) in brief are as under:-
 - (a) This is a quasi-judicial post & the official appointed works as Estate Officer.
 - (b) Doing with personal hearing of cases in the capacity of Estate Officer.
 - (c) Looking after the work relating to Courts such as filing of affidavits.
 - (d) Liaison with Government Standing Counsels.
 - (e) Working as Nodal officer to ensure that the replies to the notices under Section 80 of the Code of Civil Procedure or similar provisions are sent within the period stipulated in a particular legislation after due application of mind.
4. Officers who volunteer themselves for the above post will not be permitted to withdraw their candidature later. 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 Govt. shall ordinarily not exceed 3 years. The age of applicant should not exceed 56 years on closing date of the application.
5. The crucial date for determining the eligibility is 30th day from the date of publication of this Office Memorandum in the Employment News/Rojgar Samachar.

6. It is requested that the applications of eligible and willing persons, who can be spared, may be forwarded in the attached proforma (Annexure) at the earliest and in any case **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar to the Deputy Director of Estates (Estt.), Directorate of Estates, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi - 110108.** The Administrative Authority must ensure himself of the suitability of the applicant in all respects before forwarding the applications.

7. The authenticated copies of up-to-date Character Rolls (ACRs/APARs), Integrity Certificate and Vigilance Clearance of the candidates must be forwarded to the undersigned along with the application. Applications not accompanied by the afore-said documents or otherwise incomplete will not be considered at all.

8. The normal period of deputation is three years.

Encl: - As above.

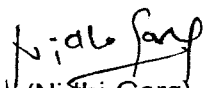

(Nidhi Garg)
Deputy Director (Estt.)
Tel. No.: 23061372

To,

1. All the Central Government Ministries/ Departments and their attached and Subordinate Offices as per attached list.
2. US(Admn.), Ministry of Housing and Urban Affairs.
3. PS to DE/PA to DE-II for information.
4. All Deputy/Assistant Directors/Superintendent (Accounts) of the Directorate of Estates.
5. Hindi Section for Hindi version.

Copy to:-

1. Computer Cell, Directorate of Estates with the upload the advertisement on the website of the Directorate of Estates immediately.
2. IT Cell, Ministry of Housing and Urban Affairs to upload the advertisement on the website of Ministry of Housing and Urban Affairs.


(Nidhi Garg)
Deputy Director (Estt.)

PROFORMA

**BIO-DATA OF THE CANDIDATE FOR THE POST OF ASSISTANT DIRECTOR
OF ESTATES (LITIGATION) IN THE DIRECTORATE OF ESTATES**

1. Name, designation & Address in Block letters:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt. Rules:
4. Whether belongs to SC/ST
5. Educational Qualification:
6. Whether education and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to one prescribed in the rules, state the authority for the same):

Essential:

Desirable:

7. Please state clearly whether in the light of the entries made by above, you meet the requirements of the posts:
8. Details of employment, in chronological order:

Office	Post	From	To	Scale of Pay	Nature of duties

9. Nature of present employment, i.e. adhoc or temporary or permanent:
10. 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 basis:
 - c) Name of the parent office to which you belong:
 - d) Whether it is Central Govt. Office:

11. Revised scale of pay:
12. Total Emoluments per month drawn:
13. Additional information, if any, in support of your suitability for the post:
14. Remarks:

Place:

Date:

(Signature of the Candidate)
Address:

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- iii) An integrity certificate in his favour is enclosed.
- iv) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years is enclosed.

Date:

Signature, Name & Designation
of the Administrative Authority
(with seal)