

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, IP ESTATE, NEW DELHI -110002**

Website: dvat.gov.in

F.No.9(137)/L&J/Misc./2015-16

Dated:

**ENGAGEMENT OF LEGAL ASSISTANTS ON CONTRACT BASIS
(On Consolidated Professional Fee or Rs.35,000/- per month)**

Department of Trade & Taxes, GNCT of Delhi is main revenue earning department of Delhi and collects Value Added Tax from 3.3 Lakh registered dealers. The Department has a number of cases pending in Hon'ble Supreme Court, Hon'ble High Court, Appellate Tribunal VAT and Objection Hearing Authorities under DVAT Act, 2004. The Department wants to hire services of ten Legal Assistants on Contract basis for monitoring of cases in various courts, preparing replies, assisting its officers in court matters and other related works.

Applications are invited from the eligible candidates for engagement as Legal Assistants, on contract basis, on consolidated professional fee of Rs.35,000/- per month. The applicants should have 2nd Class Degree in LL.B. or equivalent from any recognized University. Preference will be given to those having LL.M. or equivalent degree from any recognized University and those having at least three years experience in taxation, particularly VAT, related court matters. Interested candidates may visit the website of Department of Trade and Taxes for detailed terms and conditions and application form. Complete application along with copies of educational qualification and experience etc. must reach the department within ten days from the date of publication of this advertisement (Inclusive of the date of publication).

**Special Commissioner (HR)
Department of Trade and Taxes**

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The Department of Trade & Taxes, GNCT of Delhi, Vyapar Bhawan, I. P. Estate, New Delhi-110002 intends to hire the services of a team of young, energetic and suitably experienced professionals to work in L & J Branch of the department, on term contract basis, on following terms and conditions:

Sl.No.	Post	No. of Posts	Minimum Qualification	Experience (Desirable)
1.	Legal Assistant	10	2 nd Class Bachelor professional Degree in Laws from any recognized University or equivalent. Preference will be given to those having LL.M. or equivalent Degree from any recognized University	Minimum 03 years of experience in Taxation, particularly VAT, related court matters

The candidates should have outstanding verbal and written communication and presentation skills, have the ability to take initiatives in making their ideas reach fruition and be self-propelled and confident. They should be person of Integrity, highly skilled, creative, have a analytical insight, problem-solving bent of mind, ready to offer out-of-the-box solutions and capable of working in team. Expertise in use of Power Point and MS-Office is essential.

Consolidated remuneration per month shall be as follows:

(No other allowance will be payable over and above the consolidated amount)

Sl.No.	Post	Consolidated Remuneration

1.	Legal Assistant	Rs.35,000/- p.m.
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The appointment of Legal Assistants shall be subject to following conditions:

- i. Legal Assistant will be engaged on purely on contractual basis initially for a period of six months. The contract may be renewed further after performance evaluation, at the sole discretion of the Govt. of Delhi acting through Commissioner, VAT;
- ii. Legal Assistant will be entitled to one paid leave per completed calendar month, after taking permission, which may be carried forward to next months, i.e., leave in respect of one month may be availed in the next months. It is therefore, possible, that a person may avail more than one leave in any month. However, he/she is not entitled to any leave for the month in which he/she has not served for full month. Formula for pro rata remuneration = $35,000 \times (\text{No. of days of duty} + \text{leave availed}) / \text{Number of days in the month}$. For the purpose of remuneration, the contractual Legal Assistants will be paid for Sundays and other holidays on which the department remains closed. If the person absents himself/herself during the working days for days exceeding the number of days of leave he/she is entitled to avail, the extra days shall be treated as 'absence'.;
- iii. Taxes, as applicable, would be deducted at source.;
- iv. While all the Legal Assistants are required to work normally from 09.30 AM to 06.00 PM (Monday to Friday), with half hour lunch break, in Department of Trade & Taxes, Vyapar Bhawan, I.P.Estate, New Delhi-110002. If required the Legal Assistants shall work any time, including Saturday, Sunday and Public holidays at the sole discretion of Commissioner, VAT. The Legal Assistants may be required to visit Govt. Counsel/Courts as the case may be;
- v. No remuneration as consultancy fee shall be accepted by the Legal Assistants from any other source during the period of the engagement with Department of Trade & Taxes, GNCT of Delhi;

vi. All Legal Assistants shall report to Commissioner, VAT or the officer assigned by him for assignment of work;

vii. The engagement of Legal Assistant s can be terminated by the Appointing Authority without assigning any reason, whatsoever, at any time during the contract period.

viii. The candidates so hired shall not be entitled for regularization on the post at any point of time.

ix. The candidature of applicants, who fail to appear for Personality Test on the scheduled date and time or who do not resume duty within three working days after the engagement order is issued, shall stand cancelled unless further extended by the Competent Authority.

x. The Legal Assistant so engaged shall maintain high level of secrecy in respect of official matters assigned to him/her and he/she shall not divulge any details of the case being examined/handled by him/her in his/her official capacity.

The Department reserves the Right to short list the applications received for the aforesaid post, in case the number of applications is large. The department will also conduct personality test of short listed candidates.

Scheme for Selection: Total Marks: 100

Academic qualification(80 Marks):

- i) The % of marks obtained in X class shall be divided by ten, leading to maximum of 10 marks.
- ii) Similarly % of marks obtained in XII class shall be divided by 10 leading to maximum of 10 marks.
- iii) The % of marks obtained by the candidates in Graduation, LL.B & LL.M shall be divided separately by 10 in each case and multiplied by 2 in each case leading to maximum of 60 marks.

Professional Exp.(Maximum 10 Marks)

Two marks for each completed year of experience exceeding three years or two marks for each case handled by the applicant in individual capacity before Hon'ble Supreme Court of India/Hon'ble High Court of India/Appellant Tribunal VAT exceeding three such cases.

Total marks so arrived after adding score of academic qualification and professional experience will be used to prepare a merit list.

Personality Test(10 Marks)

First 100 candidates from the merit list will be called for the Personality Test carrying ten marks.

In case of a tie, i.e., more than one candidates securing same marks, the elder in age will be selected.

The duly filled in application forms along with self attested photocopies of relevant certificates/documents may be deposited in a sealed cover, from the date of publication of notification in newspaper up to ten days, in the box kept for the purpose, at HR Branch, Room no. 315, 3rd floor, Vyapar Bhawan, Department of Trade & Taxes, GNCT of Delhi, I. P. Estate, New Delhi-110002 during normal working hours except Saturdays, Sundays and any gazetted holiday.

In case the last day for submitting application form is a holiday, the application form may be submitted on next working day. Application received after due date shall be liable for rejection.

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VYAPAR BHAWAN, IP ESTATE, NEW DELHI -110002**

Paste/affix
passport
size recent
photo

1. Post applied for : **LEGAL ASSISTANT (On Contract)**

2. Name in full (in block letters) Mr./Mrs./Miss.

(First Name)

(Middle name)

(Surname)

3. Permanent Address:

4. Phone

(Resi.): _____

(Mobile): _____

5. Address for communication:

6. E-Mail address:

7. Date of birth:

8. Marital status:

Married / Unmarried

10. Educational qualification:
(Matriculation onwards)

S. No.	Degree/ Diploma/ Certificate	Year of passing	% of marks obtained (rounded up to 2 decimals)	Subjects studied	School/ Collage/ University

11. Work Experience:

Name of organization	Desg.	Period of employment		Total Pay Draw n	Nature of Duties	Reason for leaving
		From	To			

OR

Sl.No.	Case No.	Name of the Court	Law point involved	Outcome of the case

15. Any other information you wish to add:

Declaration: I hereby declare that all the statements made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no criminal case either contemplated or initiated against me.

Place:

Date:

(Full signature of the applicant)