


File No. MSDE(DGT)-07(06)2017-CD
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training

Employment Exchange Building,
Near Pusa ITI,
New Delhi-110012.
Date: 06.09.2021

CIRCULAR

Applications giving details of Name, Date of Birth, Educational Qualifications, Experience, contact details, passport size photograph, attested copies of documents, address and ID Proof etc_ are invited from eligible candidates for the following temporary posts on Contract basis, on or before 27.09.2021, to Directorate General of Training, MSDE, Employment Exchange Building, Near Pusa ITI, New Delhi-110012, with a copy to email pushpa.vijay@nic.in

Sl.No	Name & numbers of the Post	Profile of work	Profile and work experience required	Consolidated Payment
1.	Legal Assistant (One)	<p>i. Preparation of Para-wise comments, counter affidavits, appeal, rejoinders, MoU etc.</p> <p>ii. Preparation statement of court cases and to update them regularly on different platforms like LIMBS etc. Assisting in framing policy on court cases or group of issue in connection with matter relate to affiliation, trade testing etc.</p> <p>iii. Assisting for vetting of affidavits, proposals relating to statutory notifications, rules, orders, regulations, byelaws and amendment of legal enactments etc.</p>	Person having computer skills and the law graduate worked as intern/ assisting council in court of law in India having 2-3 years' experience in the dealing cases related to civil matters.	Rs.30000/- per candidate per month (including TA/DA etc.).


(Pushpa V. Nandanwar)
Under Secretary/HoO