



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI OFFICE
OF THE DISTRICT MAGISTRATE (CENTRAL)/Chairman MSEFC
14, DARYA GANJ, NEW DELHI-110002.**

No. F. 14(510)/DC/C/HQ/MSEFC/Delhi Central/2020-21/6636 Dated: 25.09.2025

CIRCULAR

A walk-in-interview shall be held in the office of District Magistrate (Central), 14, Padam Chand Marg, Dariyaganj, on **29.09.2025** at **12:00 Noon** for engagement of one **Legal Consultant (HR-Legal)** and one **Human Resource (Office/Secretarial staff)** in MSEFC (Central) Delhi on **Contractual basis**. Details are uploaded on the website i.e. <https://dccentral.delhi.gov.in/en>

This issues with the prior approval of the Competent Authority.

Encl:- Details of advertisement.

Copy for information and necessary action to:

1. All District Magistrates, Revenue Department, Govt. of NCT of Delhi, with the request to upload the circular and details of advertisement on web portal of their District.
2. Secretary, DLSA (Central), for wide publicity on Notice Board/Website of DLSA.
3. PS to DM (Central)
4. PA to ADM (Central)
5. DIO (Central) with the request to upload the circular and details of advertisement on web portal of District Central.
6. Notice Board of District (Central).
7. Guard File.


SDM (HQ)

DISTRICT CENTRAL

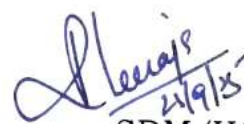
NOTICE

Engagement of One Legal Consultant & One Human Resource (Office Secretarial staff) on Contractual basis

The Office of the District Magistrate (Central), GNCTD, proposes to engage one Legal Consultant (HR-Legal) and one Human Resource (Office/Secretarial staff) on contractual basis for monitoring cases before the MSEFC (Central) and other courts/authorities, preparing replies, tendering legal opinions, assisting officers in court matters, and other allied legal work. The engagement shall be purely contractual, initially up to 31.03.2027, on a consolidated remuneration of **Rs. 80,000/-** (Rupees Eighty Thousand only) per month for **Legal Consultant** & on consolidated remuneration of **Rs. 40,000/-** (Rupees Forty Thousand only) per month for **Human Resource** (Office/Secretarial staff), and may be extended subject to the continuation of the grant from the Ministry of MSME, Government of India, under the RAMP Scheme. The remuneration shall be disbursed solely from the funds allocated under the said scheme, and the engagement shall not confer any right of permanent absorption or claim for regular government service.

Eligible candidates for the post of Legal Consultant must possess a Law Degree from a recognized University, valid enrolment with the Bar Council and mandatory post-qualification experience in MSME Disputes. Prospective candidates for the post of Human Resource (Office/Secretarial staff) must be graduate in any discipline with requisite experience in data entry.

Eligible and interested Indian Nationals must apply in the prescribed application form available on <https://dcentral.delhi.gov.in/en> and paste their recent passport size photograph. Applicants must appear for a walk-in interview on **29.09.2025** for Legal Consultant and Human Resource (Office/Secretarial staff) at **12:00 Noon** in the Conference Hall, Office of the District Magistrate (Central), DM Office, 14 Padam Chand Marg, Dariyaganj, Delhi-110002 with duly filled application form and bring original documents as per requirement of the post as well as self-attested copies of the same along with experience certificate. Registration for the interview shall be carried out on the same day from **11:00 AM** to **12:00 Noon**. Application form and documents are to be submitted at the time of registration and will not be accepted by any other mode such as speed post or mail etc.



SDM (HQ)

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No. F. 14(510)/DC/C/HQ/MSEFC/Delhi Central/2020-21/6637 Dated:25.09.2025

RECRUITMENT NOTICE

The District Magistrate Office (Central), DM Office, 14 Padam Chand Marg, Dariyaganj, Delhi-110002, intends to hire the services of young, energetic and suitably experienced personnel to work in District Magistrate Office (Central) on Contractual basis on the following terms and conditions:

S.No.	Post	No. Of Post	Qualification	Experience
1	Legal Consultant (MSEFC) (Contractual)	01	Law Graduate from a recognized Institute or University with minimum 50% marks. Age: Max. 40 Years	Experience: Minimum 02 Years of legal work experience in courts, Quasi-Judicial bodies/ Tribunals, with at least 01 Year of relevant experience in handling MSME disputes in arbitration/mediation matters. The relevant experience certificate issued from MSEFCs/ADR Institution should be attached.
2	Human Resource (Contractual)	01	Graduate in any discipline from a recognised university. Age: Max. 40 Years.	Minimum 02 years of experience in handling Data Entry. Experience of computer skills, internet, surfing including Data processing and excel knowledge.

The candidate should have outstanding verbal/written communication and presentation skills, have the ability to take initiative and be self-propelled and confident. The candidate must be person of integrity, highly skilled, creative, with an analytical insight and capable of working in team.



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Consolidated remuneration per month shall be as under:-

S.No.	Post	Consolidated Remuneration
01	Legal Consultant (MSEFC) (Contractual)	Rs. 80,000/- per month (inclusive of taxes).
02	Human Resource (Office/Secretarial Staff) (Contractual)	Rs. 40,000/- per month (inclusive of taxes).

The appointment shall be subject to following conditions: -

1. The appointee shall be designated as **Legal Consultant (MSEFC)** and **Human Resource (Office/Secretarial staff)** in MSEFC, O/o the District Magistrate (Central), DM Office, 14 Padam Chand Marg, Dariyaganj, Delhi-110002.
2. The engagement is on full time contract basis and will not vest any right or claim for regular appointment against the said post.
3. The engagement is initially till **31.03.2027**, which may be extended further on mutually agreed terms & conditions, subject to the continuation of the grant from the Ministry of MSME, Government of India, under the RAMP Scheme.
4. The Legal Consultant shall be entitled to a consolidated remuneration @ **Rs. 80,000/- per month** and Human Resource (Office Secretarial staff) entitled for consolidated remuneration @ **Rs. 40,000/- per month**.
5. The appointee shall be entitled for leave @ **2.5 days each month** during the period of contract.
6. The other terms & conditions of engagement of the appointee shall be regulated as per the orders issued by the Government from time to time.
7. In the event of selection/ appointment, the candidate shall have to submit an undertaking stating that he/she shall not stake any claim nor file any court case for regularization of service in any court of Law.
8. The appointee may be required to visit Government Counsel/Courts as per the requirements of different cases.
9. The appointee is required to work normally from **09:30 AM to 06:00 PM (Monday to Saturday)**, with half hour lunch break, in O/o the District Magistrate (Central), DM Office, 14 Padam Chand Marg, Dariyaganj, Delhi-110002. If required, can be asked to work any time, including Sunday and Public holidays in case of any exigency.

10. The maximum age limit for engagement as Legal Consultant & Human Resource (Office Secretarial staff) (MSEFC) shall not be more than 40 years as on the date of walk-in-interview.
11. No extra benefits such as TA/DA/ Medical/Telephone expense/Leave salary etc. shall be given.
12. Legal Consultant shall not take any case the during the tenure as legal consultant to the board.

Review of Performance:

1. The performance of appointee shall be assessed by the Department on the basis of his/her performance in cases conducted by him/her as well as the reports/comments on their working by the Department.
2. The extension of tenure of the appointee shall be subject to extension of sponsorship scheme by the Government & subject to satisfactory work and Conduct.

Scheme for Selection:-

Walk-in-Interview.



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Paste Your
Recent passport
size Photograph.

APPLICATION FORM

1. Post Applied for: Legal Consultant (MSEFC)/ Human Resource
(Office Secretarial staff) (on Contractual basis).
2. Name of Candidate (in block letters): _____
3. Father's/Husband's Name: _____
4. Mother's Name: _____
5. Permanent Address: _____

6. Aadhar Number: _____
7. Mobile No. and Mail ID: _____
8. Correspondence Address: _____
9. Date of Birth: _____
10. Gender: _____
11. Category (whether UR/SC/ST/OBC: _____
12. Bar Council of Delhi's Regn. No.: _____

13. Educational Qualification(s):
(Mentioning the Highest Qualification first).

Education Qualification	University	Year	%age of Marks Obtained & Division/Grade.

14. Details of Experience:

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15. Declaration:

I, _____ S/D/o _____ hereby solemnly declare and affirm that all the information given in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect, my candidature is liable to be cancelled/terminated; besides taking any other action deemed fit in this regard. I will not stake any claim or file any court cases for regularization of services in any Court of Law for absorption after termination/completion of contract period. I shall abide by the terms and conditions as prescribed.

Signature with Date: _____