

केन्द्रीय अन्वेषण ब्यूरो
Central Bureau of Investigation
दिल्ली विशेष पुलिस स्थापना
Delhi Special Police Establishment
प्रसाशनिक विभाग
(Administration Division)

VACANCY CIRCULAR

Sub:- Filling up the post of Additional Legal Adviser on deputation basis in Central Bureau of Investigation.

Applications are invited from eligible and willing officers for filling up 03 posts (subject to change), in the rank of Additional Legal Adviser, Group 'A'/Gazetted (Non-Ministerial) in CBI in the Pay level -13 of pay matrix (pre-revised PB-4 Rs.37400-67000/- + Grade Pay of Rs. 8700/-) on deputation basis.

2. The terms & conditions of the officer selected for appointment on deputation will be regulated in terms of DP&T OM No.6/8/2009-Estt. (Pay.II) dated 17.6.2010 read with 02/06/2016-Estt (Pay.II) dated 17/06/2016, 02/06/2018-Estt(Pay.II) dated 18.05.2018 and OM No. 2/10/2018-Estt(Pay-II) dated 02.03.21 as amended from time to time.
3. Applications of only such Officers/candidates will be considered which are routed through proper channel and are accompanied with (i) cadre clearance (ii) bio-data (in duplicate) as in the pro-forma enclosed (Annexure-II) (iii) Attested (on each page with rubber stamp) photocopies of APAR/ACRs for the last five years (year 2016 to 2020) (iv) Vigilance Clearance (v) Integrity Certificate and (vi) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years. Advance copies of applications, applications received after the closing date or not accompanied with the required certificates/documents are liable to be rejected.
4. The officers coming on deputation as Additional Legal Adviser in CBI are benefited with a considerable increase in their monthly pay by way of **SPECIAL SECURITY ALLOWANCE @ 20%** of pay.
5. Period of deputation shall be only for two years.
6. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. The applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to the Dy. Director (Pers.), Central Bureau of Investigation, 5-B, 7th Floor, CGO Complex, Lodhi Road, New Delhi – 110003, so as to reach within **Sixty days** of publication of the vacancy circular in the Employment News.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

9. Detailed eligibility Criterion (Annexure-I), pro-forma for Bio-data (Annexure-II) and duties of Additional Legal Adviser (Annexure-III) are available on the CBI website www.cbi.gov.in.

D.P.
13/9/22

(D.P. Singh)
Admin Officer(Pers.)
CBI HO New Delhi

Encl : - As above.

No. DP/Pers.I/2022/ 1831 /A-35016/4/2022-Esttb.

Dated : 14/9/22

To,

1. All Ministries/Departments of Government of India/State with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. The Directors General of Police of all State Government.
3. The Directors General (All CPOs).
4. The Commissioners, Central Excise & Customs and Income Tax.
5. Joint Secretary (Admn), CBDT/ Joint Secretary (Admn), CBIC.
6. The Director, Directorate of Enforcement, New Delhi.
7. Director General of the National Investigation Agency (NIA), New Delhi.
8. All HOZs/HOB CBI. It is requested that wide publicity may be given to these vacancies and suitable officers be encouraged to apply.
9. Under Secretary, AVD-II, DoPT, North Block, New Delhi.
10. SP(Systems), CBI, System Division, New Delhi for placing the circular along-with enclosures on the CBI website.

ANNEXURE-I

1	Name of the Post	:	Additional Legal Adviser
2	Number of post	:	03 (Three) subject to change
3	Classification of Post	:	General Central Service Group 'A'/Gazetted (Non-Ministerial)
4	Pay Scale	:	Pre-revised -Pay Band-4 (₹ 37400-67000/- + Grade Pay of ₹8700/-), Revised level 13 of Pay matrix.
5	Method of Recruitment	:	By Deputation
6	Period of deputation	:	Not exceeding 2 years.
7	Age Limit	:	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
8	Eligibility conditions for appointment on deputation	:	<p>A. Officers under the Central or State Governments :</p> <p>(a)(i) holding analogous posts on regular basis; or (ii) With five years' regular service in posts in Pay Band-3 (₹15600-39100) and Grade Pay of ₹7600 or equivalent, and</p> <p>(b) Possessing the following educational qualifications and experience;</p> <p>Essential:</p> <p>(i) Degree in Law of a recognized university; (ii) Twelve years' practice as an advocate or twelve years' experience in a State Judicial Service or in the Legal Department of a State or Central Government.</p> <p>Note 1:- Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2:- The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>

DUTIES OF THE POST

Subject to any general or special orders of the Director of Prosecution, the main functions and duties of the Additional Legal Advisor shall be as under:-

- a) To scrutinize and advise on:
 - i. Cases against GOs in which Prosecution has been recommended by the Head of Branch & Sr.PP or Range DIG/DLA or any Officer at Hqrs. in which sanction for prosecution has to be issued in the name of the President.
 - ii. Cases involving Heads of Departments, Heads of Public Sector Undertakings, Military Officers of and above the rank of Brigadier and Members of Parliament.
 - iii. Important cases against Joint Stock Companies.
 - iv. Economic Offences case involving amounts as per the powers of Joint Director as per the latest Policy Division Circular.
 - v. Any other important cases, though not falling in one of the above categories, where the Director, Special Director / Addl. Director or one of the Joint Directors requires his advice.
- b) Checking of CBI Report, draft sanction orders and draft charges etc. in the above cases vide para (a).
- c) Scrutiny of judgements where the accused have been discharged/exonerated or given inadequate punishment in any trial proceeding.
- d) Tender advice on important legal issues during investigation, supervise prosecution of CBI cases under trial and peruse Court Diaries in all important cases.
- e) Conduct important CBI cases in Courts, whenever required.
- f) Attend to the work of Director of Prosecution, In his absence.
- g) Attend to such other subjects relating to legal matters as may be referred to him by the Joint Director/Additional/Special Director and Director, CBI.
- h) Attend coordination meetings with the Joint Director for review of prosecution work and submit the minutes with comments to the Director of Prosecution.
- i) Conduct inspection of at least 3 branches under his control in a year to review of the quality of prosecution in important cases.

Further, the duties and Responsibilities of the ALA attached to the Hon'ble High Court are –

- a) To maintain a record of CBI cases filed in or pending before the High Court and furnish information to Director Prosecution.
- b) To conduct all CBI cases coming up in the High Court suo motu, except where Special Counsel is engaged.

- c) To maintain close liaison with PP/Government Advocate at the High Court to ensure that the Revisions, Appeals or other matters arising out of CBI cases are filed in the High Court well in time and within the period of limitation.
- d) To examine the petitions, appeals, revisions etc. to be filed in the High Court on behalf of the CBI before these are filed.
- e) To examine all cases where interlocutory orders have been passed by the High Court and recommend remedial action to the Director of Prosecution.
- f) In Writs and other matters in the High Court, he will examine the parawise comments prepared by the Branch in consultation with the Law Officer concerned.
- g) To examine all orders of the High Court in cases where CBI is make recommendation about filing of SLPs/Appeals against such orders.
- h) To submit weekly diary of his work to the Director of Prosecution.
- i) To supervise preparation of paper books to ensure timely submission of records of CBI cases before the High Court.
- j) To give advance information of the dates of hearings in all such cases to the concerned Branch.
- k) To acquaint himself with the facts of each CBI cases in the High Court and obtain instructions from the Director of Prosecution and the concerned Joint Director.
- l) To apply urgently and obtain copies of all judgements from the High Court in CBI cases and forward to the Branches concerned for follow-up action.
- m) To conduct periodic review of the CBI cases pending in the High Court and to make arrangements for their expeditious disposal.
- n) To send urgent intimation to the concerned Branches regarding disposal of any matter in the High Court.
- o) To send quarterly returns to the Director of Prosecution regarding the matters disposed of during the quarter with the result of each case.
- p) To give intimation to the DLA/Branch concerned of any development in the matters pending in the High Court.
- q) To attend to such other subjects, including filing of Appeal, Revision, etc. in the High Court on behalf of the Government of India, as may be referred to him by the Director of Prosecution.
- r) To perform such other duties as he may be required to by the Director of Prosecution.
- s) To ensure that the notices etc. issued by the High Court to outstation Branches are forwarded to the Head of Zone concerned expeditiously.
- t) To ensure that status reports are filed in High Court on time mentioning clearly the RC/PE No.

Application form for the Deputation Post

1. Name and Address (in BlockLetters)	
2. Date of Birth (in Christian era)	
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)	
Qualifications/ Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer
Essential	Essential
A) Qualification:- Degree in Law of a recognized university;	A) Qualification
B) Experience Twelve years' practice as an advocate or twelve years' experience in a State Judicial Service or in the Legal Department of a State or Central Government.	B) Experience
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.	

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

Office/ Institution	Post held on regular basic	From	To	*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:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay 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.

<p>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.</p>								
<p>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.</p>								
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p>11. Additional details about present employment:</p> <p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Other</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>								
<p>14. Total emoluments per month now drawn</p>								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%; text-align: center;">Basis Pay in the PB</th> <th style="width:33%; text-align: center;">Grade Pay</th> <th style="width:33%; text-align: center;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments						
<p>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 enclosed.</p>								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%; text-align: center;">Basic Pay with Scale of Pay and rate of Increment</th> <th style="width:33%; text-align: center;">Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)</th> <th style="width:33%; text-align: center;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)	Total Emoluments			
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<p>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 qualification (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)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measures involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Whether belongs to SC/ST</p>	

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 provided 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)

Name : _____
Address : _____

Email ID : _____
Mobile No. : _____

Date:- _____

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 records. He/She possesses educational qualification 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) His/Her CR dossier in original is enclosed/photocopies of the ACRs 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 case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)