

VACANCY NOTIFICATION

1.	Name of the Organization:	HQ DGNCC
2.	Employment Type:	Contractual
3.	Name of the post:	Legal Munshi
4.	Job Function:	Mgt of Court cases, files & office mgt
	Additional Job Information:	As mentioned below
	Technical/Must have skills	1. Proficient in MS office, legal drafting & office mgt. 2. Prior Experience of wk in legal Cell of Sub A/Area/Army HQ/Comd HQ/Corps HQ. 3. PI ref Appx attached.
	Good to have skills	1. Fluency in English. 2. Experience of wk under a civ advocate/JAG.
	Soft Skills	Dealing with Courts functionaries & Sr Mil & Civ officials and staff.
5.	No. of Vacancies (in figures);	01 (one)
6.	Level/Post	Clerical
7.	Qualification required: Essential/ Desired	<u>Essential:</u> (a) Post Graduate/Graduate/LLM/LLB.
8.	Age range (in years):	Not more than 56 years.
9.	Location of Job:	HQ DGNCC, RK Puram, New Delhi.
10.	Alligned course (Full time/Part Time	Legal drafting & case files mgt
12.	Salary range per month (Approx CTC):	Rs. 30, 000/- pm (All inclusive)
Last date to received names from RSB/ZSB		22 Jul 2025.

Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

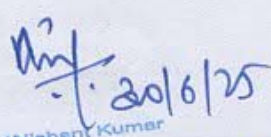
Appx

(Ref to AWPO requisition format for filling up vacs by ESM (JCO/OR))

QR: HIRING OF LEGAL MUNSHI

Handling of the following:-

- (a) Complaints
- (b) Petitions
- (c) Representations
- (d) Defence of legal/court cases
- (e) Appearance on behalf of DG NCC, ADG & DDG of State Dtes, MoD
- (f) Production of case related docus & case files in Courts/Tribunals/Commisions and other offices.
- (g) Drafting, vetting & filing of replies, rejoinders, CA, Misc Applns, Speaking Order, recoms, dirns etc for various DV & Court cases.
- (h) Liaison with dealing staff at various courts & advocates.
- (j) Effective mgt & def of various court cases at High Court and Lower Courts, CAT, AFT, Commisions.
- (k) Responding & appearing in front of CVC, CIC, NHRC, NCW & other agencies.
- (l) Compilation, prep & fwd of various D&V, Legal reports & returns to higher HQ.
- (m) Mgt of all Court cases at the HQ DGNCC & State Dtes.


निशांत कुमार / Nishant Kumar
ली. कर्नल / Lt Col
ए एम एस (डी को) / AMS (DV)
महानिदेशालय रा. क. कोर / Dte. Gen. NCC
रक्षा मंत्रालय / Min. of Defence
पश्चिम ब्लॉक-IV / West Block-IV
आर. को. पुरम, नई दिल्ली-110066
R.K. Puram, New Delhi-110066

JOB VACANCY CARD

JVC
No:

(for AWPO use only)

1.	Job Title	Legal Munshi
2.	Employing Company	DGNCC
3.	Industry	IHQ of MoD
4.	Job Function	Mgt of Court cases, case files & office mgt
5.	Level	Clerical (Contractual)
6.	Qualification Required	Post Grad/Grad/LLM/LLB
7.	Work Experience Required (in years)	5 yrs or more
8.	Location Job	HQ DGNCC, MS(DV) br, West Block IV RK Puram New Delhi - 66
9.	Age Range (in years)	Minimum -- years Maximum 56 years
10.	Salary Range	28,000 - 30,000/-
11.	Additional Benefits Offered	Reimbursement of tpt ch for official duty only
12.	No of Vacancies (in figures)	01 (one)
13.	STD Code & Telephone No	STD Code 011 Telephone No 35459380 Telephone No 35459379 Telephone No 35459374
14.	Mobile No	7738715761 9560404310
15.	Fax No	STD Code 011 Telephone No 35459380 Telephone No 35459379
16.	E-mail	amsdv-dgncc@nccindia.nic.in

17	Company's full postal Address	DGNCC, MS (DV) Branch, West Block IV, RK Puram New Delhi – 110066
18	GST No	-
19	Name of Contact Person	Col Gagan Sharma (Col MS) Lt Col Nishant Kumar (AMS DV)
20	Designation	AMS (DV)
21	Additional Job Information	As mentioned below
	(i) Technical/ Must have skills	1. Proficient in MS office, legal drafting & office mgt. 2. Prior Experience of wk in legal Cell of Sub A/Area HQ/Army HQ/Comd HQ /Corps HQ, AFT 3. <u>PL REF APPX ATTACHED.</u>
	(ii) Good to have skills	1. Fluency in English 2. Experience of wk under a Civ advocates/JAG br officers
	(iii) Soft Skills	Dealing & close liaison with Courts functionaries, Advocates, Sr Mil & Civ officials and allied staff.

Nishant Kumar
- 30/6/25

निशान्त कुमार / Nishant Kumar
हो. कर्नल / Lt Col
ए एम एल (डी डी) / AMS (DV)
महानिदेशालय रा. को. कोर / Dte. Gen. NCC
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