

Vacancy Notice
Office of Head, Department of Water Supply and
Sanitation Punjab

Water works complex, Phase-2, SAS Nagar

Phone No. 0172-2270101

Recruitment Notice Reference No. Admin/DWSS/2025/6

Online Applications are invited for the following post purely on contract
basis in the

Department of Water Supply and Sanitation Punjab

(Read General Instructions carefully before applying)

Sr. No.	Name of Post	Number of Vacancies	Monthly consolidated Remuneration (in Rs.)
1	Law Officer (On Contract)	4	Rs. 50,000/- per month

For further details regarding qualification, experience and job description, visit recruitment section of <https://dwss.punjab.gov.in/>

Last date of application: 15.07.2025 upto 05.00 PM

Note:	(1) Any corrigendum (s) to this recruitment notice shall be published on above website.
	(2) Applications received through any mode other than online application will not be considered.

Head DWSS

TERMS OF REFERENCE OF LAW OFFICER

Essential qualification and Experience

1. The candidate must possess the following minimum qualifications:

- He is a citizen of India;
- He is enrolled with a Bar Council constituted under the Advocates Act, 1961 (Act 25 of 1961);

2. Qualification and experience for the post of Law Officer

- LLB (First Division) from recognized university.
- 10th or equivalent exam passed in Punjabi.
- Maximum age 37 years for the candidates belonging to General Category.
- Maximum age 42 years for the candidates belonging to SC and BC Categories.

Or

- Officers retired from Punjab Govt. offices as legal experts or Law Officer.
- Candidate applying under this category should have age not more than 62 years on the date of advertisement of this post.

3. Experience:-

- Three years of experience as an Advocate (One year in district court and two years in Punjab and Haryana High Court or Three years in Punjab and Haryana High Court.

4. Remuneration:-

- Salary: INR 50,000/- Per Month.

5. Age Limit:-

- Age limit for service is 65 years.

6. Work Profile & duties:

- All legal matters related to DWSS etc. and other duties to be assigned by higher authorities from time to time.

How to Apply:

1. Visit the Official Website:

Candidates must visit the Department of Water Supply and Sanitation, Punjab website at **<https://dwss.punjab.gov.in>** to apply.

2. Download and Fill the Application Form:

- Download the **Application Form** attached with this TOR.
- Fill out the form completely and sign it.

3. Prepare Required Documents:

The following documents must be prepared for upload in PDF format:

- Duly filled and signed **Application Form** (merged with CV in a single PDF file)
- Copies of **academic qualification certificates**
- Copies of **experience certificates**
- **Bar Council Enrollment Certificate** (merged with the CV)

4. Upload Documents on Online Portal:

- Upload the **merged Application Form + CV** in the CV upload section of the online form.
- Upload all other required documents in their respective fields.

5. Important Note:

- It is **mandatory to merge the signed Application Form with the CV** before uploading.
- Incomplete applications or those missing the application form may be rejected.

**APPLICATION FORM FOR APPOINTMENT AS LAW OFFICER IN THE
DEPARTMENT OF WATER SUPPLY AND SANITATION, PUNJAB MOHALI.**

Candidate's Photograph

1	First Name	
2	Middle Name	
3	Last Name	
4	Father's Name	
5	Date of Birth (DD, MM, YYYY)	
6 (a)	Present Residential Address	
6 (b)	Present Office Address	
6 (c)	Permanent Address	
7	Mobile Number	
8	Caste	
9	Email ID	

3. Educational qualifications: (

a)	Total Marks obtained in LL.B.	
b)	Post Graduation Marks	
c)	Marks obtained in Higher/ Additional Qualification, if any	

4. Bar Council Registration/Enrolment No. :

5. Date of Registration/Enrolment with Bar Council:

6. Number of years of Practice as an Advocate:

7. Place of Practice [Attach Bar Association Membership Certificate]

8. Are you using any law software? Give details.

9. Whether any criminal case/complaint was ever registered against the applicant. If yes, give present status with documents.

10. Any other details.

Declaration by the applicant

I,.....S/o.....R/o.....
....., hereby declare & affirm,

- That I am a citizen of India;
- That I am not a person of unsound mind;
- That I am not an un-discharged insolvent;
- That I have never been convicted of an offense involving moral turpitude;
- That I have not been held guilty of encroachment on any public property;
- That I have not been disqualified by the Bar Council of the State, where I have been enrolled or Bar Council of India or any court or authority;
- That having a spouse living, I have not entered into or contracted a second marriage or am permitted such marriage under personal law;
- That I have not entered into or contracted a marriage with a person having a spouse living.

Date:

Place:

SIGNATURE OF APPLICANT