

No.A-11019/3/2024-LOKPAL



भारत के लोकपाल

**Lokpal of India**

6, Vasant Kunj Institutional Area  
Phase-II, New Delhi-110070

Dated: 27/08/ 2024

**Vacancy Circular**

**Subject: Scheme for engaging Law Clerks on Short term contractual assignment in Lokpal of India**

Applications are invited for engagement of 11 Law Clerks in Lokpal of India on short term contractual assignment.

2. The terms and conditions of the engagement of Law Clerks appointed in Lokpal of India shall be as follows:

<b>Eligibility criteria</b>	<ol style="list-style-type: none"><li>i. A candidate must not be below the age of 20 years and above 32 years as on the final date for submission of application.</li><li>ii. The candidate must be a Law Graduate having a Bachelor's Degree in Law (including an Integrated Degree Course in Law) from any School/ College/ University/ Institute established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.</li><li>iii. Candidates studying in the fifth year of the Five-Year Integrated Law Course or the third year of the Three-Year Law Course after graduation in any stream will also be eligible to apply, subject to furnishing proof of acquiring Law qualification before taking up the assignment as Law Clerk.</li><li>iv. The candidate must have research and analytical skills, writing abilities, and knowledge of computers, including retrieval of desired information from various search engines/processes such as eSCR, Manupatra, SCC Online, LexisNexis, Westlaw, etc.</li></ol>
<b>Term and Nature of Engagement</b>	<ol style="list-style-type: none"><li>i. The Law Clerks will be engaged on a purely short-term contractual assignment for <b>one (1) year</b> from their date of engagement as Law Clerk.</li><li>ii. The term of engagement of the Law Clerk may be extended for</li></ol>

	<p>the succeeding year <b>upto two successive years</b>, subject to the satisfaction and approval of the Chairperson.</p> <p>iii. The contractual assignment shall not confer upon the Law Clerk any right/claim for regular appointment or continuance beyond the period of engagement in Lokpal of India.</p> <p>iv. A Law Clerk intending to leave assignment at an early stage shall be required to give prior notice in writing to Administration, at least one month in advance.</p> <p>v. The engagement of a Law Clerk may be terminated at any time by the Administration by giving two weeks' notice without assigning any reason</p>
<b>Duties and responsibilities of Law Clerks</b>	<p>i. Preparing brief summary of complaint cases;</p> <p>ii. Preparing a synopsis of hearing matters;</p> <p>iii. Carrying out research work for assisting the Chairperson/Members in preparation of draft judgments;</p> <p>iv. To assist the office in drafting policy documents, Regulations, and Handbook ;</p> <p>v. To assist in drafting/making of periodicals and annual report;</p> <p>vi. To assist the Chairperson/Members in preparing speeches and academic papers and prepare power point presentations;</p> <p>vii. To perform any other office work as directed by the Chairperson/ Members;</p>
<b>Attendance and Leave</b>	<p>i. The Law Clerk shall be granted such leave of absence (subject to minimum of 8 days), as may be approved by the Chairperson / Member or the head of the concerned Section/Wing with whom they are attached.</p> <p>ii. The Chairperson / Member or the head of the concerned Section/Wing with whom the Law Clerk is attached shall be the Competent Authority to sanction leave of the Law Clerks.</p> <p>iii. No remuneration shall be paid for unauthorized absence.</p> <p>iv. The Sr. PPS/PPS to the Chairperson / Member or the or the Head of the concerned Section/Wing with whom a Law Clerk is attached shall maintain proper account of the attendance, leave and unauthorised absence of the Law Clerk and will send its intimation on the last working day of each calendar month to</p>

	<p>Administration for the record.</p> <p>v. It is a full-time job and a Law Clerk may be required to attend the Residential Office of the concerned Chairperson / Members in addition to normal duty during office hours. A Law Clerk may be required to attend Office/ Residential Office even on Gazetted/ Local holidays. However, the time schedule for the duty hours shall be fixed by the Chairperson / Members concerned or the Head of the Section / Wing.</p>
<p><b>Conduct during and after the term of assignment</b></p>	<p>i. A Law Clerk shall maintain devotion to duty and a high standard of morals during the assignment term. The Law Clerk shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to them.</p> <p>ii. A Law Clerk, whether attached to Chairperson / Member or the head of the concerned Section/Wing, shall maintain utmost secrecy in respect of matters which come to their notice by virtue of the assignment. A Law Clerk will not disclose any information, document or any other thing which comes to their knowledge on account of such official attachment even after completion of the assignment term unless such disclosure is legally required in discharge of lawful duties.</p> <p>iii. A Law Clerk will be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.</p> <p>iv. A Law Clerk will not accept any other assignment during their assignment term as Law Clerk. They shall not practice as an Advocate in any Court of Law during the course of their assignment term as Law Clerks.</p> <p>v. A Law Clerk shall not appear for a period of two years before the Judge with whom he was attached as a Law Clerk.</p> <p>vi. A Law Clerk will not leave Delhi-NCR without seeking permission from the Chairperson / Member or the supervising authority concerned.</p> <p>vii. A Law Clerk will not avail leave without getting it sanctioned, in advance. In any case of emergency, a Law Clerk will immediately contact and convey the Sr. PPS/PPS to the Chairperson / Member or the supervising authority about their inability to attend office.</p> <p>viii. A Law Clerk shall maintain punctuality in attending to their duties.</p>

<b>Disqualifications</b>	<ul style="list-style-type: none"> <li>i. A candidate must not be engaged, or appointed elsewhere on honorarium payment, basis.</li> <li>ii. A candidate should not have been involved in any criminal case, whether pending or convicted, for an offence involving moral turpitude.</li> <li>iii. A candidate must not be facing any disciplinary proceeding before the Bar Council of India, Bar Council of the State or Institutes or any other authority.</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>i. A Law Clerk will be paid a consolidated remuneration of Rs. 80,000/- per month for the assignment term and there will be no other allowances/perquisites.</li> <li>ii. If a Law Clerk is given an extension after twelve months of the initial assignment, then a consolidated remuneration of Rs. 90,000/-per month will be paid for the extended assignment term and there will be no other allowances/perquisites.</li> </ul>
<b>How to apply</b>	<ul style="list-style-type: none"> <li>i. Interested applicants may submit application as per the enclosed Annexure-A. Self attested copies of educational qualification and experience should be attached with application.</li> <li>ii. The envelope containing the applicants' details as mentioned above should clearly be labelled "<b>Application for engagement as 'Law Clerks' in the Lokpal of India</b>" and addressed to: <p style="margin-left: 40px;"><b>Under Secretary (Establishment)</b>  <b>Lokpal of India</b>  <b>6, Institutional Area Phase-II,</b>  <b>Vasant Kunj, New Delhi-110070</b>  <b>Email: <a href="mailto:bkumar77@nic.in">bkumar77@nic.in</a></b></p> </li> <li>iii. The applications should include a detailed bio-data listing the educational qualifications of the candidate.</li> <li>iv. The application should include the contact details of the candidate, including residential address, email ID and land-line, if any, and mobile number.</li> <li>v. Office of Lokpal of India will review the applications, and will short list candidates if considered suitable. <b>The short- listed candidates will be called for Viva Voce and /or Written Test in the Lokpal of India.</b></li> <li>vi. The date, time and venue of the Viva voce/ written exam will be conveyed in the Interview Call Letter.</li> <li>vii. Candidates will have to make their own arrangements to reach the place of interview.</li> <li>viii. No TA/DA will be payable by the Lokpal of India to attend the interview.</li> </ul>

	<p>ix. The final selection will be based on their performance at the interview.</p> <p>x. The decision of the Lokpal on selection of candidates will be final.</p>
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3. While sending the application in the prescribed format (Annexure-A), the self-attested essential documents should also be attached with the application.

4. The last date for receiving applications shall be **30 days from the date of issue of advertisement on website www.lokpal.gov.in**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

*Binod Kumar*  
27/8/24  
(बिनोद कुमार/Binod Kumar)

अवर सचिव/Under Secretary

भारत के लोकपाल/Lokpal of India

Tel No. 011-26121336

**Copy for information to:**

- (i) Sr. PPS/ OSD to Hon'ble Chairperson, Lokpal of India.
- (ii) Sr. PPS/ PPS to Hon'ble Members, Lokpal of India.
- (iii) NIC for uploading on the website of Lokpal of India.
- (iv) Guard File.



**BIO-DATA / CURRICULLUM VITAE PROFORMA**

Paste passport size photograph
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<b>1. Name and Address (in Block letters):</b>		
<b>2. Mobile No.</b>		
<b>3. E-mail Id</b>		
<b>4. Father's name</b>		
<b>5. Date of Birth (in Christian era):</b>		
<b>6. Age as on the closing date of receipt of applications</b>		
<b>7. Educational Qualification</b>		
a) Whether completed Law degree	Yes	No
b) Whether appearing in third year of the Three-Year Law Course after graduation	Yes	No
c) Whether appearing in fifth year of the Five-Year Integrated Law Course	Yes	No
d) If answer to 7(b) or (c) is Yes, expected date of completing the degree.		
<b>8. Additional details about present employment, if any (attach additional sheet, if required)</b>		
<b>9. Knowledge of computers including retrieval of desired information from various search engines/processes such as eSCR, Manupatra, SCC Online, LexisNexis, Westlaw, etc.</b>		
<b>10. Experience of research, analytical work, preparation of policy documents, synopsis of matters.</b>		

**Declaration**

I, \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Lokpal of India, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Place:

Date \_\_\_\_\_

(Signature of applicant)

Name of the applicant