

No.A-11019/3/2024-LOKPAL
Lokpal of India
6, Vasant Kunj Institutional Area, New Delhi-70

Scheme for engaging Law Clerks on Short term contractual assignment in Lokpal of India - 2024

Hon'ble Chairperson, Lokpal of India has been pleased to approve the following Scheme/Guidelines with respect to the engagement of Law Clerks on Short term contractual assignment:

1. Title:

This Scheme provided herein after shall be known as "Scheme for engagement of Law Clerks in Lokpal of India".

2. Definition:

- a. "Chairperson" means Chairperson, Lokpal of India;
- b. "Law Clerks" means a Law Clerk engaged on a purely short-term contractual basis, who assists Chairperson / Members of Lokpal of India by maintaining and organizing case files, conducting relevant research on the related question of law, reporting the result of such research to the Chairperson / Members orally or in writing as required, taking notes of the arguments of the counsel and performing any other work as directed by the Chairperson / Members;
- c. "Member" means Member of Lokpal of India whether Judicial Member or other than Judicial Member.
- d. "Schools/Colleges/Universities/Institutions" shall mean the Law Schools/Law Colleges/Law Universities and all such Institutions established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.
- e. "Selection Committee" means a Committee nominated by the Chairperson for selection

3. Term and Nature of Engagement:

- (i) The Law Clerks will be engaged on a purely short-term contractual assignment for **one (1) year** from their date of engagement as Law Clerk.
- (ii) The term of engagement of the Law Clerk may be extended for the succeeding year **upto two successive years**, subject to the satisfaction and

approval of the Chairperson.

- (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.
- (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.
- (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.

4. Duties of Law Clerks:

The duties and responsibilities of a Law Clerk will include:

- (i) Preparing brief summary of complaint cases;
- (ii) Preparing a synopsis of hearing matters;
- (iii) Carrying out research work for assisting the Chairperson/Members in preparation of draft judgments;
- (iv) To assist the office in drafting policy documents, Regulations, and Handbook ;
- (v) To assist in drafting/making of periodicals and annual report;
- (vi) To assist the Chairperson/Members in preparing speeches and academic papers and prepare power point presentations;
- (vii) To perform any other office work as directed by the Chairperson/Members;

5. Attendance and Leave:

- (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.
- (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 Clerk(s).
- (iii) No remuneration shall be paid for unauthorized absence.
- (iv) The Sr. PPS/PPS to the Chairperson / Member or the head of the concerned Section/Wing with whom a Law Clerk is attached shall maintain proper account of the attendance, leave and unauthorized absence of the Law Clerk and will send its

intimation on the last working day of each calendar month to Administration for the record.

6. Duty Hours:

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.

7. Conduct during and after the term of assignment:

(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.

(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.

(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.

(iv) A Law Clerk will not accept any other assignment during their assignment term as Law Clerk. They shall not practise as an Advocate in any Court of Law during the course of their assignment term as Law Clerks.

(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.

(vi) A Law Clerk will not leave Delhi-NCR without seeking permission from the Chairperson / Member or the supervising authority concerned.

(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.

(viii) A Law Clerk shall maintain punctuality in attending to their duties.

8. Remuneration:

(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.

(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.

9. Entitlement for the Services of Law Clerks:

- (i) The Chairperson and each Member shall be entitled to have services upto two (2) Law Clerks,
- (ii) Law Clerks may be posted in the Registry.
- (iii) Total sanctioned strength for Law Clerks in Lokpal of India shall be Twenty (20).

10. Eligibility criteria:

- (i) A candidate must not be below the age of 20 years and above 32 as on the final date for registration for the Law Clerks exam.
- (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.
- (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.
- (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.

11. Waitlisted Candidates:

The candidates who are not engaged with the Chairperson/Members or are not allocated to any Section/Wing shall be assigned to a waitlist. These candidates on the waitlist may be considered for engagement as Law Clerks if there is any vacancy or need arises in the office of Chairperson/Members or any Section/Wing. The candidates on the waitlist shall not be offered any contract of assignment or any remuneration for the period during which they are on the waitlist. The waitlist shall

remain valid till the next selection process is over.

12. Disqualifications:

- (i) A candidate must not be engaged, or appointed elsewhere on honorarium payment, basis.
- (ii) A candidate should not have been involved in any criminal case, whether pending or convicted, for an offence involving moral turpitude.
- (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.

13. Selection Process:

There shall be two methods of selection of Law Clerks in Lokpal of India:

- (i) 11 Law Clerks by Inviting application by way of Advertisement and;
- (ii) 9 Law Clerks by nomination of 1 suitable candidate each by Hon'ble Chairperson and Hon'ble Members.

(A) Inviting application by way of Advertisement:

- (i) A Selection Committee shall be formed by the Chairperson who shall be responsible for selection of suitable candidates for Law Clerks fit to be engaged in Lokpal of India.
- (ii) The selection of Law Clerks shall be made by way of inviting applications from willing and eligible Candidates in the format of Annexure-A on the basis of Advertisement issued in this regard.
- (iii) The Selection Committee reserves the right to cancel, alter or modify the vacancy circular or other terms and conditions of the advertisement without any prior notice.
- (iv) All other matters which are not specifically provided in the said vacancy circular shall be decided by the HCP.
- (v) The applications shall be made in the specified format which can be downloaded from the website of Lokpal of India and it should be accompanied with the copies of documents, as enumerated therein.
- (vi) Eligible Candidates will have to appear for Viva voce and/or written exam in the O/o Lokpal of India in their own expenses on the date, time and venue

to be intimated to them.

- (vii) The selection process shall be conducted by the Selection Committee and Panel of suitable candidates found fit to be engaged as Law Clerks against the available vacancies shall be prepared by the Selection Committee.
- (viii) Applications of ineligible candidates or received without proper documents or received after due date, shall be rejected summarily without notice and no inquiry in that regard will be entertained. If on verification at any stage before or after interview, it is found that any candidate does not fulfil any of the eligibility condition(s), or the information furnished by the candidate(s) is found incorrect, his/her candidature for Law Clerk, will be cancelled without any notice or further reference.
- (ix) The Selection Committee will prepare and maintain separate waiting list panel for the Law Clerks and the candidates in the Waiting list panel may be engaged as and when required.

14. Relaxation of eligibility conditions:

Hon'ble Chairperson may relax one or more eligibility conditions for reasons to be recorded in writing.

14. Publication of the Scheme:

This Scheme or any information related to Law Clerks shall be uploaded on the official website of the Lokpal of India. The Chairperson may also direct the publishing of this Scheme in any other additional manner.