**Annexure-I**

**Application for the post of legal assistant**

|  |
| --- |
| self-attested  passport size  photograph |

* 1. Name of applicant with designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Residential Adress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Permanent Adress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  6. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  7. Date of Retirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  8. Whether belongs to SC/ST/OBC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  9. Educational Qualifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  10. Post held on regular basis

and date from which held with

Grade pay/Pay Level in Pay Matrix \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Present Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Details of Employment of last 10 years in chronological order. Enclose a separate sheet, duly authenticated under your signature.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Office | Post Held | From | To | Basic Pay | Grade Pay/Level in Pay Matrix | Major Duties |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

* 1. In case the present employment is held on Deputation please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     1. Date of initial appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. Period of Appointment on Deputation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     3. Name of Parent Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Training/Courses attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the “duties” mentioned in Annexure-II.

Enclose a separate sheet, if required

Date: (Signature)

ANNEXURE-II

**CERTIFICATE TO BE RECORDED BY THE HEAD OFFICE/ OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.

2. The applicant, if selected, will be relieved immediately

3. Attested copies of ACR/APAR for the last five years are enclosed.

4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.

6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature

Designation with official seal

Date:

Place:

**Annexure-III**

**Job Description:**

1. Prepare case briefs and para-wise comments and liaisewith counsel in preparing draft plaints.
2. Ascertain from the concerned government counsel the details of the case against the department listed for hearing on the following dates and attend the Court/Cat with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings and update the status in LIMBS portal.
4. Maintain Registers of Court Cases, allotted to empanelled counsel, fee paid to counsellors and their performances and submit monthly/quarterly report regularly.
5. Procure the certified copy/obtain a copy of the judgement as soon as the judgement is pronounced and obtain the opinion of the govt. Counsel in defend the case in writing with regard to the feasibility or otherwise of filling CWP/SIP or Review Petition and forward the same to the Headquarters Office and watch acknowledgement.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor timely payments.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empanelled counsels.