

उपायुक्त का कार्यालय
OFFICE OF THE DEPUTY COMMISSIONER
दक्षिण अण्डमान जिला
DISTRICT OF SOUTH ANDAMAN

Port Blair, dated the 21st July, 2014

VACANCY NOTICE

1. One post of 'Legal Assistant' in the District Office, South Andaman, of this Administration is proposed to be filled in on contract basis for an initial period of six(6) months or till the post is filled by UPSC on regular basis, whichever is earlier from the candidate possessing the following qualification and experience on a consolidated salary of Rs. 25000/- (Rupees twenty five thousand only) per month.
 - (i) Degree in Law of a recognised University.
 - (ii) Three (3) years experience in Legal work in Government Department including experience, if any, as a Legal Practitioner / Advocate.
2. The brief duties and responsibilities attached to the post of Law Officer are indicated below:
 - (i) To prepare brief /parawise comments on the original applications / writ petitions etc on the basis of the records made available by the concerned Branch officials of the department and thereafter to assist the Govt. Counsel for preparation / finalisation and filing of the affidavit/reply before the Registry.
 - (ii) To maintain litigation records of each of the cases filed / disposed and pending in different Courts.
 - (iii) To furnish report to the Administration about the status / outcome of the cases after completion of each circuit of the CAT/ High Court.
3. The selection of a suitable candidate will be done by a duly constituted Selection committee by following criteria namely, (i) 85% weightage for the performance of the candidate in the academic and professional courses qualifying examination (Secondary mark – 15% Senior Secondary mark – 15%, Graduation in any subject – 20% and LLB marks – 35%; or for integrated five year LLB course 55%) (ii) The interview will be held for 15 marks.
4. Ten (10) candidates will be shortlisted based on their performance in the qualifying examinations of the academic and professional courses. The shortlisted candidates will be called to appear before the Selection Committee for interview.
5. Those who fulfil the qualification and experience as indicated above and willing to hold the post on contract basis may submit their candidature / bio-data in the prescribed format enclosing, therewith self attested copies of the educational qualifications, experience addressed to the Deputy Commissioner, South Andaman, Port Blair within 15 days from the date of publication of the notice in the "Daily Telegrams". Applications should be superscribed as "Application for the post of Legal Assistant (contract basis)"
6. The application should be deposited with Assistant Director (Administration) of the office of Deputy Commissioner South Andaman. Last date for submission is 13/08/2014.

7. Prescribed application format may be obtained from Assistant Director (Administration) of the office of Deputy Commissioner South Andaman or could be downloaded from the website <http://db.and.nic.in/dchome> from 30/07/2014 onwards.
8. The contract appointment to the post of Legal Assistant shall not bestow on the incumbent any claim for regular appointment and in the event of unsatisfactory performance of duties, the contract appointment will be terminated forthwith without any notice or compensation.
9. No TA/ DA shall be applicable for appearing before the selection committee for interview.

Assistant Director(Admn)

**Application for the post of Legal Assistant on contract basis in the District Office,
South Andaman, Port Blair.**

Paste your recent passport size (55x45) duly attested

1. Full name of the Applicant :
2. Sex :
3. Father's Name :
4. Date of Birth :
5. Age as on 30.06.2014 :Years.....Months.....Days
6. Mailing Address :
7. Mobile Number :
8. Permanent Address :
-
-
-
- Pin Code

9. Details of Experience in Legal Works in Govt. Departments including experience, if any, as a Legal Practitioner / Advocate
10. Date of enrolment in the Bar Council as a Legal Practitioner
11. To be filled by candidates in the Bar Council as a Legal Practitioner:

Educational & Professional Qualifications		Board / University	Marks Obtained Univ. / Board	Maximum Marks	Max. Marks as per scheme	Self Marking	Remarks
(10)		(2)	(3)	(4)	(5)	(6)	(7)
1.	Secondary or equivalent				15%		
2.	Sr. Secondary or equivalent				15%		
3.	Graduation				20%		
4.	LLB				35%		
5.	Or for Integrated 5 Yrs. LLB				55%		
Total					85%		

12. **Undertaking of the Applicant:** The information given by me is true and I am responsible for its accuracy. I am aware that it is an offense to furnish any false information or to suppress any material information herein for which criminal proceeding may be launched against me, if necessary, besides cancellation of my candidature.

Date:
Place:

Full signature of the Applicant