

No. PB/1/4/2012-Estt.I
Central Administrative Tribunal
Principal Bench

61/35, Copernicus Marg,
New Delhi – 110 001.

Dated: 26.07.2013

CIRCULAR

Subject: Engagement of three (03) Legal Research Assistant in the Central Administrative Tribunal, Principal Bench, New Delhi on fixed remuneration basis.

Central Administrative Tribunal, Principal Bench, New Delhi invites applications for engagement of three (03) Legal Research Assistants initially for a period of one year on a fixed honorarium @Rs.15000/- per month without any Dearness Allowance or other allowances. Other details for selection are as follows:-

Name of the Post: –Legal Research Assistant

Total Number of vacancies: 03

Age Limit: Applicants age should be between 25-35 years on the date of closing.

Educational Qualification And Other Requirements:

- A candidate must be a Law Graduate or Post Graduate in Law from any recognized Universities/ College/ Institutions established by Law in India and must have experience in the field for not less than five years but should not be a practicing Advocate.

- A candidate must have basic knowledge of computer.

Pay Scale: Consolidated amount Rs. 15000/- per month. No other allowances will be admissible. Proportionate reduction shall be made for un-authorized absence.

Nature of Duties:

- (a) to assist the Hon'ble Chairman and Members in discharge of judicial functions;
- (b) to read the case files and prepare the case, i.e. case summary and notes and chronology of events in such a comprehensive nature that it may give to the Hon'ble Chairman and Members a complete view of the matter, including the legal questions involved and the latest case law having bearing on the issues;
- (c) to search out case law, articles, papers and other relevant material required in discharge of judicial work ;
- (d) to take down notes of arguments and to prepare notes of cases ;
- (e) to identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgement ;
- (f) to maintain record of judgements by the Hon'ble Chairman and Members along with the point of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Hon'ble Chairman and Members for any purpose whatsoever.

Conditions:

(a) The duty hours of Legal Research Assistant shall be as per prescribed office hours (09.30 AM to 06.00 P.M.) and he/she may be required to attend the residential office of Hon'ble Chairman/Members in addition to normal duty hours or attend the office/residential office even on Gazetted/local holidays.

(b) The person so engaged will not accept any other assignment during term of assignment as Legal Research Assistant. He/She shall maintain absolute devotion to duty and high standard of morality during the term of assignment. He/She will not disclose any fact which comes to his knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosure is legally required in discharge of lawful duties.

(c) On completion of term of assignment, a certificate by the Principal Registrar shall be issued in the form to be so prescribed. If the assignment is terminated before completion of prescribed term due to pre-mature discharge by the Tribunal, or due to voluntary giving up of assignment by the person concerned, no such certificate will be issued.

Selection Process: Selection will be in order of merit as recommended by the Committee so constituted by the Hon'ble Chairman, Central Administrative Tribunal.

Who can Apply: Applicants who are meeting with requisite qualification and other eligibility conditions may send their duly filled in applications in the prescribed form in double space to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35, Copernicus Marg, New Delhi – 110001 along with attested copies of all supporting documents and shall also submit "Character/Integrity certificate" from two responsible Gazetted Officers. The application complete in all respect should reach the undersigned on or before the closing date i.e. 2.9.2013. Applications received after the due date will not be entertained.

-Sd/-
(Padma T.)
Registrar

Encl. As above.

APPLICATION FOR LEGAL RESEARCH ASSISTANT IN C.A.T.



1. Name of the applicant: _____
(In block letters)

2. Address and contact No.
of the applicant

- a. Mobile _____
- b. Email _____
- c. Landline _____
- d. Residential address _____

3. Date of Birth _____

4. Sex (Male / Female)

5. Educational qualifications in chronological order
(including professional qualification)

S.No.	Degree/ Diploma	Year	Subjects	University
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7. Experience: _____

8. Whether SC/ST/OBC _____

Signature of the Applicant