

Agricultural Produce Marketing Committee

(Market of National Importance)

(Govt. of NCT of Delhi)

Office Complex, NFM Phase-II, Sarai Pipal Thala, Azadpur, Delhi-110033

Ph. 27691807, 27691804, Fax: 27691762, 27691668

Website: www.apmcazadpurdelhi.com E-mail: apmcazadpur@gmail.com

ENGAGEMENT OF ONE LEGAL ASSISTANT ON PURELY CONTRACT BASIS (ON CONSOLIDATED PROFESSIONAL FEE OF RS.35,000/- PER MONTH)

Agricultural Produce Marketing Committee, (MARKET OF NATIONAL IMPORTANCE) AZADPUR is a statutory organisation of Delhi Government established under Delhi Agricultural Produce Marketing (Regulation) Act, 1998. The department has a number of court cases pending in various courts of Delhi. The department wants to hire services of one Legal Assistant on Contract basis for monitoring of court cases, preparing reply, assisting its officers in court matters and other related work on day to day basis.

Applications are invited from the eligible candidates for engagement of one Legal Assistant for 02 years or till the post is filled on regular basis whichever is earlier, on purely contract basis, on consolidated/professional fee of Rs.35,000/- per month. The applicants should have be a Law Graduate from a recognised University alongwith 02 years experience of Legal/Litigation work.

Interested candidates may visit the website of Agricultural Produce Marketing Committee (www.apmcazadpurdelhi.com) for detail terms and conditions and application forms. Complete application along with self attested copies of educational qualification and experience etc. must reach to the department by 15th June, 2018. Any application after this period shall not be entertained.

Dy. Secretary (Admn.)
APMC(MNI), Azadpur

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Paste/affix passport
size recent
photograph

1. Post applied for: Legal Assistant (On Contract)
2. Name in full (in block letters) Mr./Mrs./Miss:

(First Name)

(Middle Name)

(Surname)

3. Permanent Address:

4. Phone Number :

(Resi.): _____

(Mobile): _____

5. Address for communication:

6. E-mail address:

7. Date of Birth:

8. Marital Status:

Married/Unmarried

**9. Educational qualification:-
(Matriculation onwards)**

S. No.	Degree/Diploma/Certificate	Year of passing	% of marks obtained (rounded up to 2 decimals)	Subjects studied	School/Collage/University

10. Work Experience:-

Name of Organization	Designation	Period of Employment		Total pay Drawn	Nature of Duties	Reason for leaving
		From	To			

11. Details of important cases dealt with:-

Sl. No.	Case No.	Name of the Court	Law Point involved	Outcome of the case

12. Any other information you wish to add: _____

Declaration: I hereby declare that all the statement made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no criminal case either contemplated or initiated against me. I have read all terms & conditions stipulated by the department & agree to the same. I have understood that this engagement is purely on contract basis & I will not claim any permanent appointment against this engagement, if happens, any time in future.

Place:

Date:

(Full signature of the applicant)

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Agricultural Produce Marketing Committee, Govt. of NCT of Delhi, Office Complex, NFM Phase – II, Sarai Pipal Thala, Azadpur, Delhi – 110033 intends to hire the service of one Legal Assistant on purely contract basis for two years or till the post is filled on regular basis whichever is earlier, to work in Legal Branch of APMC (MNI), Azadpur on the following terms and conditions:-

S. No.	Post	No. Of Posts	Minimum Qualification	Experience
1.	Legal Assistant	01	Law graduate from a recognized University	(i) 02 years experience in legal/litigation work (ii) Good knowledge of Hindi and English

The candidates should have skills in drafting, reviewing, finalization of petitions and preparing rejoinder, counter affidavit and reply. He should be apt in briefing, assisting and conferencing with Senior Advocates/Officers. He should be able to provide precise legal opinion. He should have researching skills to get the clear meaning of statute. He should have been appearing before various courts. They should be person of Integrity, highly skilled, creative, have a analytical insight, problem-solving bent of mind, ready to offer out-of-the-box solutions and capable of working in team. Expertise in use of Power Point and MS-Office is essential.

Consolidated remuneration per month shall be as follows:

Sl. No.	Post	Consolidated monthly remuneration
1.	Legal Assistant	Rs. 35,000/-

(No other allowance will be payable over and above the consolidated amount)

The appointment of Legal Assistant shall be subject to following conditions:-

- (i) Legal Assistant will be engaged purely on contractual basis for a period of 02 years or till the post is filled on regular basis whichever is earlier. The contract may be renewed for such period as desired by the Department after performance evaluation, at the sole discretion of V.C, DAMB.
- (ii) Legal Assistant will be entitled for 08 days leave in a calendar year on pro rata basis, therefore, he shall not get any remuneration in case of absence of his beyond 08 days.
- (iii) While the Legal Assistant are required to work from 10:00AM to 05:30PM (Monday to Saturday), with half hour lunch break, in APMC (MNI), Azadpur. However, the Legal Assistant shall be required to work on Sundays and Public holidays as per directions/order of V.C, DAMB/ Secretary APMC (MNI), Azadpur/controlling officer & the work exigencies. The Legal Assistant will be required to visit Govt. Counsels/Courts as per the requirements of the case & the availability of Govt. Counsels which may also be on Saturdays/Sundays/Holidays for which no extra benefits would be given;
- (iv) No remuneration as consultancy fee shall be accepted by the Legal Assistant from any other source during the period of the engagement.
- (v) Legal Assistant shall report to Secretary APMC (MNI), Azadpur or the officer whom they have been attached.
- (vi) The engagement of Legal Assistant can be terminated by the Appointing Authority without assigning any reason, whatsoever, at any time during the contract period.
- (vii) The candidates so hired shall not be entitled for regularization on the post at any point of time.
- (viii) The candidature of applicants, who fail to appear for Personality Test on the scheduled date and time or who do not resume duty within 15 working days after the engagement order is issued, shall stand cancelled unless further extended by the Competent Authority.
- (ix) The Legal Assistant so engaged shall maintain high level of secrecy in respect of official matters assigned to him/her and he/she shall not divulge any details of the case being examined/handled by him/her in his/her official capacity.
- (x) The Legal Assistant will not be entitled for any allowances such as HRA, reimbursement of call charges of residential telephone/mobile, transport facility, personal staff, TA/DA etc.

The Department reserves the Right to short list the applications received for the aforesaid post, in case the number of applications is large. The department will also conduct personality test of short listed candidates.

Scheme for Selection: Total Marks: 100

(A) Academic Qualification (50 Marks):

- i) The % of marks obtained in X class shall be divided by ten, leading to maximum of 10 marks.
- ii) Similarly % of marks obtained in XII class shall be divided by 10 leading to maximum of 10 marks.
- iii) The % of marks obtained by the candidates in Graduation, LL.B & LL.M shall be divided separately by 10 in each case and multiplied by 2 in each case leading to maximum of 30 marks.

(B) Professional Experience (Maximum 30 marks)

Minimum marks 12 be assigned to all who have experience of 02 years.

Thereafter for experience of more than 02 years marks be assigned as under:-

<u>Experience</u>	<u>Marks</u>
2 – 4 years	06
More than 4 years	12

Marks be assigned to cases handled by the candidate in individual capacity before Hon'ble SC/HC/District Courts as under:-

<u>Cases</u>	<u>Marks</u>
1 – 2	02
3 and above	04

However, combined marks assigned to experience more than two years and cases handled should be restricted to 18.

Total marks so arrived after adding score of academic qualification and professional experience will be used to prepare a merit list.

(C) Personality Test (20 Marks)

First 30 candidates from the merit list will be called for the Personality Test. The personality test is assigned maximum 20 marks. Final merit list will be prepared after adding marks of Academic, Professional and Personality Test.

In case of a tie i.e. more than one candidate securing same marks, the committee shall have the right to select any one out of them.

The duly filled in application form along with self attested photocopies of relevant certificates/documents should be deposited in a sealed cover by 15th June, 2018 in the box kept for the purpose at Delhi Agricultural Produce Marketing Committee, Ground Floor, Administration Branch, Govt. of NCT of Delhi, Office Complex, NFM Phase – II, Sarai Pipal Thala, Azadpur, Delhi – 110033 .

In case the last day for submitting application form is a holiday, the application form may be submitted on next working day. Application received after due date physically/by post shall be liable for rejection.