



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI
RAJ (Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500 030.**

NIRDPR/Vig/Misc-Legal/40/2020

ADVERTISEMENT FOR EMPANELMENT OF LEGAL ASSISTANTS

National Institute of Rural Development and Panchayati Raj (NIRD&PR) is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and related aspects.

NIRD&PR invites applications for empanelment of Legal Assistants to study and prepare proper gist of all the cases pertaining to erstwhile CAPART (i.e., Delhi Branch of NIRDPR) and NIRDPR, Hyderabad, pending before the Hon'ble Supreme Court, various Hon'ble High Courts, Hon'ble Tribunals, various Hon'ble District Courts and Police Stations. In addition to above, the Institute may also assign any other legal related works from time to time.

2. Practicing advocates or persons expertise in handling legal matters under administrative capacity in any Government Organization/autonomous body are eligible for empanelment. The qualification, experience and other terms and conditions are available on NIRDPR's website www.nirdpr.org.in; <http://career.nirdpr.in/>

3. Eligible applicants may send their applications in the enclosed proforma along with Curriculum Vitae and relevant supporting documents to Assistant Registrar (E). The last date for receipt of applications is **20.03.2021**

Assistant Registrar (E)

DESCRIPTION OF JOB :

- i) **Name of the Post** : Legal Assistant
- ii) **Job Location** : Hyderabad
- iii) **Essential Qualifications** : LLB from recognized university.
- iv) **Age** : 25 and above
- v) **Remuneration** : A fixed amount of Rs.5,000/- for each case.
- vi) **Skills required** : Proficiency in English and Hindi (Read/Write/Translate) is must.
- viii) **Experience** : 3 years and above as practicing advocate in the Hon'ble Courts of CAT/High Court post enrolment with bar council of India (or) persons expertise in handling legal matters in an administrative capacity.
- ix) **Role & Responsibilities** : i. To thoroughly study and prepare proper gist of all the cases pertaining to erstwhile CAPART (i.e., Delhi Branch of NIRDPR) and NIRDPR, Hyderabad, pending before the Hon'ble Supreme Court, various Hon'ble High Courts, Hon'ble Tribunals, various Hon'ble District Courts and Police Stations.
- ii. Any other work assigned by the Institute from time to time.

GENERAL TERMS & CONDITIONS :

- i. This will not envisage any kind of regular appointment in NIRD&PR.
- ii. The Institute has a right to shortlist the candidates as may be necessary.
- iii. Canvassing in any form will be treated as disqualification.
- iv. No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- v. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.

vi. An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled Legal Assistant of the Institute.

vii. An advocate shall not advise any party or accept any case against the Institute.

vi. The selection will be Online after scrutinizing the applications received.

vii. The shortlisted candidates will be informed about the date, time and venue of the Written exam/Interview, based on number of applications received.

Assistant Registrar (E) i/c

FORMAT OF BIO DATA FOR LEGAL ASSISTANT

- 1) Name :
- 2) Date of birth, Age (as on) :
- 3) Educational qualifications :
(Documents have to be enclosed)
- 4) If Advocate, Date of Enrolment,
Name of Bar Council
(enclose copy of enrolment certificate) :
- 5) Period of practice if Advocate :
- 6) Details of Experience :
(Documents have to be enclosed)

Signature of Candidate

Address

Tel.No.

Mobile No.

E-mail id :