

Department of Social Security and Women & Child Development, Punjab
S.C.O No. 102-103, Sector 34-A, Chandigarh.

Applications are invited from eligible candidates for engagement as Law Officer (01 Post) and Assistant Law Officer (01 Post) purely on provisional/contract basis, initially for a period of one year, in the Department of Social Security and Women and Child Development, Punjab at Chandigarh.

Applications must be submitted through registered post and email lawofficerwcd@gmail.com on or before 20.08.2020. Essential qualifications, selection criteria and application format have been uploaded on the departmental website <https://sswcd.punjab.gov.in/>

Sr. No	Name of Post	No. of Post	Pay per month (Rs)
1	Law Officer	1	50,000/-
2	Assistant Law Officer	1	30,000/-

Candidates who applied previously have to re-apply. Incomplete application forms will be rejected.

Sd/-

Director, Social Security

Essential Qualification, experience, Selection Criteria, prescribed application form for the post of Law Officer and Assistant Law Officer

1. Essential Qualification and Experience

The candidate must possess the following minimum qualifications:-

- He is a citizen of India;
- He is enrolled with a Bar Council constituted under the Advocates Act, 1961 (Act 25 of 1961);

2. Qualification and experience for the post of Law Officer

- LLB (First Division) LLM (First Division) from recognized university.
- 10th or equivalent exam passed in Punjabi.
- Maximum age 37 years for the candidates belong to General Category.
- Maximum age 42 years for the candidates belong to SC and BC Categories.

Or

- Officers retired from Punjab Govt. offices as legal experts or Law Officer.
- Maximum age 65 years
- Salary: Rs. 50,000/- Per Month

Experience:-

- Three years of experience as an Advocate (One year in district court and two years in Punjab and Haryana High Court or Three years in Punjab and Haryana High Court)

3. **Qualification and experience for the post of Assistant Law Officer**

- LLB (First Division) from recognised university.
- 10th or equivalent exam passed in Punjabi.
- Maximum age 37 years for the candidates belong to General Category.
- Maximum age 42 years for the candidates belong to SC and BC Categories.

Or

- Officers retired from Punjab Govt offices as legal experts or Law Officer
- Maximum age 65 years
- Salary: Rs. 30,000/- Per Month

Experience

- Two years of experience as an Advocate (One year in district court and One year in Punjab and Haryana High Court or Two years in Punjab and Haryana High Court)

4. **Selection Criteria**

Selection criteria for the post of Law Officer and Assistant Law Officer.

Sr. No	Selection Criteria	Board/ University	Total Marks/ Marks Obtained	% age of obtained marks	Marks as per selection criteria
1	20% of percentage of total marks obtained in BA LLB (Minimum first division)				
2	10% of percentage of total marks obtained in LLM (Minimum first division) (Not applicable for the post of Assistant Law Officer)				
3	Upon completion of minimum relevant experience, no marks shall be awarded and thereafter 01 mark for each additional complete year of relevant experience subject to maximum 3 years.				
4	Maximum marks of interaction are 05.				

Note:- Preference will be given to officers retired from Punjab Govt office as Legal experts or Law Officer and will be selected on interaction basis.

Besides, an advocate shall be disqualified for being appointed as a Law Officer and Assistant Law Officer, if:-

- a) He is a person of unsound mind;
- b) He is an un-discharged insolvent;
- c) He has been convicted of an offence involving moral turpitude;
- d) He has been held guilty of encroachment on any public property;

- e) He has been or is disqualified by the Bar Council of the state, where he has been enrolled or Bar Council of India or any court or authority;
- f) He, having a spouse living, has entered into or contracted another marriage; or
- g) He has entered into or contracted a marriage with a person having a spouse living.

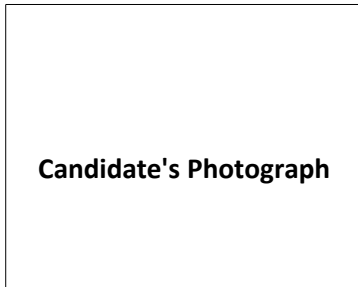
5. Prescribed Application Format

**APPLICATION FORM
for**

Engagement of Law Officers and Assistant Law Officer

in the Department of Social Security and Women & Child Development, Punjab at Chandigarh

Candidate: Fresh/ Retired



- 1. Law Officer
- 2. Assistant Law Officer

1	First Name	
2	Middle Name	
3	Last Name	
4	Father's Name	
5	Date of Birth (DD, MM, YYYY)	
6 (a)	Present Residential Address	
6 (b)	Present Office Address	
6 (c)	Permanent Address	
7	Mobile Number	
8	Email ID	

- 3. Educational qualifications: (Attached attested copy of DMC and degree)

I	Graduation Total Marks	
ii	Post Graduation Marks	
iii	Higher Qualification/ Any Additional Qualification	

- All relevant certificates be submitted.
- 4. Registration/Enrolment No. (Bar Council)
- 5. Date of Registration/Enrolment with Bar Council:
(attach relevant proof with the application form).
- 6. Number of years of Practice as an Advocate :
Place of Practice [Attach Bar Association Membership Certificate
- 7. Gross Professional Income as per Income Tax Rs.-----

Returns of last 3 Financial Years:

Please attach the Certificate from Chartered

Accountant/Copies of Income Tax returns of last 3 Financial Years- viz 2016-17, 2017-18 & 2018-2019.

8 Number and particulars of High Court or District Court cases conducted (enclose list with case numbers).

9 Are you using any law software? Give details.

10 Whether any criminal case/complaint was ever

registered against the applicant. If yes, give present status with documents.

11 Any other details.

12 Declaration by the candidate:

- I. I am a citizen of India;
- II. I am not a person of unsound mind;
- III. I am not an undischarged insolvent;
- IV. I have never been convicted of an offence involving moral turpitude;
- V. I have not been held guilty of encroachment on any public property;
- VI. I have not been disqualified by the Bar Council of the State, where I have been enrolled or Bar Council of India or any court or authority;
- VII. Being unmarried, or have a spouse living, I have not entered into or contracted a second marriage or am permitted such marriage under personal law;
- VIII. I have not entered into or contracted a marriage with a person having a spouse living.

SIGNATURE OF APPLICANT