

File. No. A2/ 3340 /2023      Directorate of Backward Classes Welfare  
Chepauk, Chennai-5

Dt: 02.08.2023

**NOTIFICATION**

Directorate of Backward Classes Welfare, Chennai -5 requires the services of one law officer initially for a period of two years. The terms of references and details of remuneration is enclosed in the Annexure - I.

Applications from eligible candidates for the aforesaid position are invited in the enclosed proforma (Annexure II and III) along with copies of certificates of essential qualification and experience. **The applications may be addressed to the Commissioner of Backward Classes Welfare, Ezhilagam Annex Building, II Floor, Chepauk, Chennai - 600 005.**

Applications received incomplete or after due date will not be considered. Only short listed candidates will be intimated and called for interview.

The Directorate of Backward Classes Welfare, Chennai -5 reserves the right to reject any application without assigning any reason or cancellation of selection process. Duly filled in application forms along with relevant supporting documents should be sent by post and it should reach **Directorate of Backward Classes Welfare, Chepauk, Chennai -5 on or before 25.08.2023.** It may be noted that applications which are received not before the last date prescribed will be summarily rejected.

Sd/- xxxxx

Commissioner of Backward Classes Welfare

## Annexure - I

### Law Officer Post:- Terms of Reference

<b>1</b>	<b><u>Eligible Criteria</u></b>	<p>(a) Applicant should have Full time three years bachelor's degree in law (LLB) OR 05 years integrated LLB degree with minimum 50% marks or equivalent GPA course from Bar Council of India recognized Institute/College/ University.</p> <p>(b) Applicant must have been registered as an Advocate with the Bar Council of India/ State Bar Council in terms of Advocate's Act, 1961.</p> <p>(c) Applicant should have been a practicing advocate with minimum 3 years' experience before any Court of Law in India or having working experience of minimum of 3 years as a legal professional with any PSU/Govt. department or with large private organisation post minimum qualification of LLB.</p> <p>(d) Applicant should be fully conversant with practice and procedure in all service matters, drafting of Petitions, Applications, Affidavits, other related matters etc.</p> <p>(e) Applicant must have excellent written and oral communication and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.</p>
<b>2</b>	<b>Age Limit</b>	<b>Not More than 50 years</b>
<b>3</b>	<b>Remuneration</b>	Rs. 50,000/- per month (inclusive of all ) Contract Pay
<b>4</b>	<b>Engagement</b>	<b>a)</b> The engagement will be purely on contractual basis and will not confer any right/claim for regularization of his/ her appointment.

		<p><b>b)</b> In case a person leaves before completion of six months, he/she will not get any experience certificate.</p> <p><b>c)</b> There shall be no change in the terms and conditions of the contract once it is finalized.</p> <p><b>a)</b> The contract would be initially for, a period of Two years and may be further extended maximum for one more year, subject to appraisal of the performance and on need basis.</p>
<b>5</b>	<b>Leave</b>	He / She shall be entitled to avail 12 days of leave in a calendar year.
<b>6</b>	<b>Confidentiality/ Conflict of Interest</b>	<p><b>a)</b> During the period of engagement with Government of Tamil Nadu , he/ she would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know / have the same.</p> <p><b>b)</b> The Law Officers appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Government .</p> <p><b>c)</b> He will maintain absolute confidentiality and secrecy of information handled by him /her. The secrecy and confidentiality shall be maintained even after the termination of the engagement.</p> <p><b>d)</b> The law officers shall be expected to follow the general rules and regulations laid down by the Government for the employees. The appointed law officer will show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties.</p>

		<p><b>e)</b> In case the services of the law officer are not found satisfactory or found in conflict with the interest of the Government functioning, his/her service/ contract are liable to be terminated/ discontinued without assigning any reason whatsoever.</p>
<b>7</b>	<b>Working Hours</b>	<p><b>a)</b> The officer shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday/Sunday or any other holiday in case of exigencies of work. In case of leave, short leave or any other work or exigency, the officer shall notify the department promptly.</p> <p><b>b)</b> The officers may be called on Saturday, Sunday and other gazetted holidays, if required he shall be entitled for compensatory off in the same month.</p>
<b>8</b>	<b>Termination of Agreement</b>	<p>Department reserves the right to terminate a contract to which these terms apply if:</p> <p><b>a)</b> The law officer is unable to address the assigned work.</p> <p><b>b)</b> Quality of assigned work is not to the satisfaction of the Department.</p> <p><b>c)</b> The law officer is found lacking in honesty or integrity or violates the confidentiality clause.</p> <p><b>d)</b> The law officer is absent from duty without due authorization.</p> <p><b>e)</b> The Competent Authority elects not to renew the contract of the law officer at the end of the initial contract period.</p>

		<p><b>f)</b> Any other reason as may be required.</p> <p>"Provided that the competent Authority reserves the right to terminate the contract without assigning any reason whatsoever with immediate effect without remuneration or notice period on the ground of proven misconduct".</p>
<b>9</b>	<b>Requirement of Prior Notice</b>	The contract can be terminated by serving a notice period of 30 days or one month salary in lieu thereof.
<b>10</b>	<b>Allowances</b>	<p><b>a)</b> The law officers shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, Pension, gratuity etc.</p> <p><b>b)</b> The law officers shall not claim benefit compensation / absorption / regularization any of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation &amp; Abolition) Act, 1970.</p> <p><b>c)</b> The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.</p>
<b>11</b>	<b>Scope of Duties</b>	<p>Law Officers are expected to perform the following duties / functions:</p> <p><b>a)</b> Tender legal opinion on the issues coming before the department. Prepare parawise comments on all OAs, Writ petitions, SLPs, PILs filed against the department and forward to the concerned Standing Counsel after approval of the Competent Authority for drafting counter affidavit .</p>

		<ul style="list-style-type: none"> <li><b>b)</b> Scrutinize the Counter Affidavit received from Counsel with reference to the parawise comments.</li> <li><b>c)</b> Perform such other work of legal nature, as may be trusted from time to time.</li> <li><b>d)</b> Maintain the list of pending court cases in the department.</li> <li><b>e)</b> Monitor the pending court cases.</li> <li><b>f)</b> To assist and be present in the court at the time of hearing.</li> <li><b>g)</b> Further, the law officers should be in sound health (Both physically and mentally), and should be of impeccable integrity.</li> <li><b>h)</b> The law officers shall also assist the department in any policy decision/matters as and when required by the department.</li> <li><b>i)</b> Shall deal with the Court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the Competent Authority.</li> </ul>
<b>12</b>	<b>Selection Procedure</b>	<p>Applications in response to the advertisement shall be shortlisted on the basis of experience and qualifications as mentioned above. The Law officers shall be selected from the short listed candidates by the Competent Authority on the basis of personal interview by a selection Committee shall be final and binding. No TA/DA will be paid for attending</p>

		<p>interview.</p> <p>The interested candidates may submit an application along with self attested copies in support of all educational qualification(s), experience certificates, copy of their Bar Council of India/ State Bar Council certificate of enrolment as an Advocate and copy of the All India Bar Examination (AIBE) pass certificates(if any).</p>
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Hence, Advocates practicing in Tamil Nadu Courts with not less than seven years / Ten years standing at the Bar who are willing to accept the post are requested to express their willingness in writing to the undersigned on or before 5.45 PM of **25.08.2023** duly furnishing the particulars required in the prescribed application form in Annexure II and III with Passport size Photograph (2 Nos).

The applications received after 5.45 PM of **25.08.2023** will not be considered.

**Encl:** as Above

Sd/- xxxxx  
Commissioner of Backward Classes Welfare

**ANNEXURE – II**

**Application for the Post of LAW OFFICER (Contract Pay) in the Directorate of Backward Classes Welfare, Chennai -5**

1	Name of the Applicant in full (in Black Letters with Father's Name within brackets)	:	
2	Sex, Age and Date of Birth	:	
3	Qualification	:	
4	Name of the Post Applied for	:	
5	Whether he /she is an Advocate of the High Court	:	
6	Date of enrolment (Certificate from Bar Council to be attached)	:	
7	No. of years of standing at the Bar	:	
8	Whether the applicant is of a) Sound health b) Active habits c) Free from any bodily defect or	:	
9	Whether the applicant has paid income Tax for professional Income for a period for three years preceding the date of application (Particulars of Tax paid are to be furnished)	:	
10	Whether the applicant belongs to SC/ST/BC/MBC / DNC / Others	:	
11	Other Particulars which the applicant desires to mention	:	
12	Special reasons if any in which he / she desire to be considered	:	

**Place :**

**Date:**

**Signature of the Applicant**

( Note: Xerox copies of proof of for Age, Qualification, Tax paid and Community etc., are to be enclosed)



**ANNEXURE - III**

**ADDITIONAL PARTICULARS to be submitted by the Applicant for the post of  
Law officer (Contract Pay) in the Directorate of Backward Classes Welfare,  
Chennai -5**

1. Name in full
2. Father's Name
3. Present Address
4. Date and place of birth (Proof of date of birth to be furnished)
5. Permanent Address
6. Educational qualifications showing the places of education with years in school and college since 15<sup>th</sup> year of age (copies of certificates to be furnished)

<b>Name of School / College with full Address</b>	<b>Date of entry in</b>	<b>Date of leaving</b>	<b>Examinations passed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

<b>7. Address where the candidate has resided for more than one year during proceeding five years</b>			
<b>From</b>	<b>to</b>	<b>Residential address in full i.e. village, Police Station, District, House No., Street / Land / Road etc.,</b>	
<b>1</b>	<b>2</b>	<b>3</b>	

<b>8. Particulars of previous employment</b>					
<b>Full address of the office / institution</b>	<b>Designation of post held / description of work</b>	<b>Last Pay drawn allowances to be shown separately</b>	<b>Period</b>		<b>Reasons for termination or resignation</b>
			<b>From</b>	<b>To</b>	

**Signature of Applicant**