

Draft

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION**  
Government of India  
"Upbhokta Nyay Bhawan", F –Block, G.P.O. Complex, INA  
New Delhi – 110 023  
Tel. No.24608722 Fax No.24651505

No.A-35/NCDRC/2019

Date: 16/04/2019

**TERMS & CONDITIONS FOR ENGAGEMENT OF LAW CLERKS**

*The National Consumer Disputes Redressal Commission is a quasi-judicial body constituted under the Consumer Protection Act, 1986 (68 of 1986).*

Applications are invited from Indian citizens who fulfil the following Essential Qualifications and other eligibility conditions, as on 22.05.2019, for preparation of a panel of suitable candidates for engagement as Law Clerks in the National Consumer Disputes Redressal Commission (NCDRC) purely on contractual basis on a fixed consolidated stipend of Rs. ₹50,000/- p.m.:-

**1. Essential Qualifications:-**

- i) The candidate must be a Law Graduate having a Bachelor Degree in Law (including Integrated Degree Course in Law) with 50% minimum marks in first attempt from any School/College/University/Institution established by law in India and recognised by the Bar Council of India for enrolment as an Advocate;
- ii) Candidates studying/appearing in the Final Year Examination are also eligible, subject to a certificate furnished from the Vice-Chancellor or Director or Registrar or any other authorised person of the School/College/University/Institution, certifying that the candidate is appearing in the final year examination, being furnished alongwith the Photostate copy of the mark-sheets of the previous years. Later they need to satisfy the qualification proposed above in 1 (i);
- iii) The candidate must have knowledge of computer application including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, CPJ Online, etc.

**2. Age Limit**

The candidate must not be below the age of 18 years and not above 30 years as on the last date of receipt of applications.

**2. Selection Process:**

Law Clerks will be selected by a Committee constituted by the Hon'ble President of the NCDRC by way of interview and other necessary verification.

Approved by  
the H.H. committee  
as also seen by the  
H.H. President  
S. (A) W  
16/04/2019

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### 3. Duties & Functions of Law Clerks:

Law Clerk shall function as Research Assistant attached to Hon'ble President/ Hon'ble Members of the National Commission for the purpose of identification, selection, collection and combination of case laws, citation, judicial pronouncements relevant to specific proceedings and other similar matters. Besides, they would be required to undertake the duties and responsibilities as under:

- (i) Preparing brief summary of fresh admission matters;
- (ii) Preparing synopsis of regular hearing matters;
- (iii) Sitting in the Court during hearing of regular matters and noting down all the arguments;
- (iv) Carrying out research work for assisting the Hon'ble President/Member;
- (v) To perform any other work as directed by the Hon'ble President/Member.

### 4. Terms and Nature of Engagement:

- i) Law Clerks will be engaged for a period of one year only and their engagement could be considered for a further period of one year, purely on the basis of previous year performance. However, in any case, the period of engagement shall not be continued beyond two years reckoning from the initial date of engagement;
- ii) The Commission reserves the right to terminate the appointment of a Law Clerk before the expiry of the term of engagement without any notice;
- iii) Engagement of Law Clerk shall be purely on contractual basis and it will not confer any right on the selected candidates to claim any kind of regular appointment/continuance of service in the National Commission;
- iv) The Law Clerks will be required to work even at odd hours and on holidays, if so required. It is made clear that the engagement as Law Clerk is a full time job;
- v) The selected candidates will not be allowed to practice as an Advocate in any Court during the period of their engagement in the Commission;
- vi) A Law Clerk intending to leave assignment before the completion of the term of appointment shall be required to give at least one month prior notice in writing;

The eligible candidates may apply in the prescribed form with two latest passport size photographs on or before 22.05.2019. The form is available in the website of this Commission. The application must be sent through registered post with acknowledgement due, super-scribing on the envelope '**Engagement of Law Clerks to the Hon'ble Members**' and addressed to the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, F- Block, G.P.O. Complex, INA, New Delhi-110023. Application must be supported by copies



of the certificates of educational qualification, statement of marks obtained (duly self-attested). Original testimonials need not be enclosed. The originals shall, however, be required to be produced at the time of interview.

Incomplete applications and applications received after the due date will be summarily rejected and no further correspondence in this regard will be entertained.

**The applicants who have applied earlier in terms of this Commission's advertisement dated 21.08.2018 need not apply again. Their applications will be considered along with the new applications, now invited by this advertisement.**

TA/DA shall not be paid to the candidates for appearing in the interview.



**(S. Hanumantha Rao)**  
**Joint Registrar**



## Application for the Post of Law Clerk

1. Name \_\_\_\_\_
2. Son/Daughter/Wife of \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Contact Address \_\_\_\_\_
5. Telephone/Mobile No. \_\_\_\_\_
6. Email Id \_\_\_\_\_
7. Date of Birth \_\_\_\_\_
8. Mother Tongue \_\_\_\_\_
9. Languages Known \_\_\_\_\_
10. Educational Qualifications \_\_\_\_\_

Please affix  
passport size  
photograph

Name of Exam	School/College Attended	Board/University	Year of Passing	Percentage	Remarks, if any stating receipts of medals prizes position etc.
SSC (10 <sup>th</sup> )					
HSC/SRCC (12 <sup>th</sup> )					
<u>Law Graduation</u>					
I Year					
II Year					
III Year					
IV Year					
V Year					
Post-Graduation, if any					

11. Special courses, workshops etc. attended/articles, books written & published :

\_\_\_\_\_

12. Work experience \_\_\_\_\_

13. Extra-curricular activities \_\_\_\_\_

14. Hobbies \_\_\_\_\_

(Signature of the applicant)

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