

No.NCSC-Adm.024/1/2020-UA-(Admin) [38370]  
Government of India  
National Commission for Scheduled Castes  
(A Constitutional body set up under Article 338 of the Constitution of India)  
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5<sup>th</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 1<sup>st</sup> January, 2021

**CIRCULAR**

**Subject: Inviting Applications for Engagement of Legal Assistants on contractual basis in National Commission for Scheduled Castes (NCSC), New Delhi -reg.**

National Commission for Scheduled Castes (NCSC) invites applications for engagement of 3 Legal Assistants on contractual basis for a period of one year. The summary of Legal Assistant's Terms of Reference and remuneration are as under: -

S.N.	Name of Post	No. of Post	Consolidated Remuneration	Terms of Reference
1	Sr. Legal Assistant	1	Rs.75,000/-	As per Annexure-I
2	Jr. Legal Assistant	1	Rs.50,000/-	As per Annexure-I

2. Applications from eligible candidates for the aforesaid posts are invited in the enclosed proforma (Annexure-II). Application shall be accompanied with the copies of certificates/marksheets of educational qualifications and experience. Duly filled in Application along with relevant documents may be sent to Under Secretary (Admin.), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. Envelope containing application shall be superscribed as "Application for the post of Senior Legal Assistant" or "Application for the post of Junior Legal Assistant", as the case may be. Application may also be sent through email at [ccell-ncsc@nic.in](mailto:ccell-ncsc@nic.in) with a copy to [kishan.chand68@nic.in](mailto:kishan.chand68@nic.in). In case the application is sent through email, then hard copy of the application along with required documents will have to be submitted at the time of interview, if called for interview. Original copy of documents attached with the application will also have to be shown at the time of interview. Last date of receipt of Application is 18<sup>th</sup> January, 2021.

3. Applications received after the due date, incomplete applications will not be entertained. Only shortlisted candidates will be called for interview. National Commission for Scheduled Castes reserves the right to reject any application without assigning any reason or to abrogate the selection process at any stage without assigning any reason.

4. This is in supersession of Circular of even number dated 31.12.2020.

Encl: Annexure-I&II.



(Kishan Chand)

Under Secretary to Govt. of India

**Circulation/Display**

1. website of National Commission for Scheduled Castes i.e. [ncsc.nic.in](http://ncsc.nic.in)
2. All State Offices of NCSC & all officials of NCSC through email
3. NCST, NHRC, Minorities Commission through email. They are requested to display the same on their website.

**Annexure-I****Terms of Reference & Remuneration for engaging Legal Assistants**

1	Name of Post	Junior Legal Assistant	Senior Legal Assistant
2	Number of Post	1 (One)	1 (One)
3	Remuneration	Rs.50,000/- p.m. (consolidated) <b>Note:</b> <i>Income-Tax and any other tax, as applicable, shall be deducted at source as per rules.</i>	Rs.75,000/- p.m. (consolidated) <b>Note:</b> <i>Income-Tax and any other tax, as applicable, shall be deducted at source as per rules.</i>
4	Eligibility Criteria	<b>Junior Legal Assistant</b>	<b>Senior Legal Assistant</b>
	(i)	Professionals having Bachelor's Degree of Law from a recognized University/Institute recognized by the Bar Council of India.	Professionals having Master's Degree of Law from a recognized University/Institute recognized by Bar Council of India.
	(ii)	Should be registered as an Advocate in the Bar Council in terms of Advocate's Act, 1961	Should be registered as an Advocate in the Bar Council in terms of Advocate's Act, 1961
	Desirable (iii)	Sufficient experience of having dealt with court cases relating to Service Matter.	Sufficient experience of having dealt with court cases relating to Service Matter.
	Desirable (iv)	Sufficient experience of having dealt with cases of atrocities on SC/ST people.	Sufficient experience of having dealt with cases of atrocities on SC/ST people.
5	Age Limit	Not more than 40 Years	Not more than 45 years.
6	Scope of Duties	<b>Junior Legal Assistant</b>	<b>Senior Legal Assistant</b>
	(i)	Preparation of para-wise reply on all OAs, Writ Petitions, SLPs, PILs etc.; in which NCSC is a party; and forwarding the same to the Govt. Counsel after approval of the competent authority for drafting final affidavit/reply etc.	Preparation of para-wise reply on all OAs, Writ Petitions, SLPs, PILs etc.; in which NCSC is a party; and forwarding the same to the Govt. Counsel after approval of the competent authority for drafting final affidavit/reply etc.
	(ii)	Scrutinize the Affidavit/ Counter Affidavit received from Govt. Counsel with reference to para-wise comments.	Scrutinize the Affidavit/ Counter Affidavit received from Govt. Counsel with reference to para-wise comments.
	(iii)	Monitor all the court cases in which NCSC is a party or the cases assigned to him/her.	Monitor all the court cases in which NCSC is a party or the cases assigned to him/her.
	(iv)	Maintain list of all cases ongoing and cases disposed.	Maintain list of all cases ongoing and cases disposed.
	(v)	Attending Court at the time of hearing.	Attending Court at the time of hearing.
	(vi)	---	Tender legal opinion on the issues/document on which legal opinion is sought by NCSC.

	(v)	---	Examining matters involving legal issues and recommending appropriate action.
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**6. Other Terms & Conditions for Engagement of Legal Assistants**  
**(common to both: Jr. Legal Asstt. and Sr. Legal Asstt.)**

**Allowances**

Legal Assistants will neither be provided any accommodation/rented accommodation, medical treatment, conveyance, telephone/internet at his/her residence etc. Also, there will be no reimbursement for rented accommodation, medical treatment, conveyance, telephone/internet bill etc. However, in case he/she is asked or required to go to court or meet Govt. counsel within Delhi/NCR, then official vehicle may be provided.

**Confidentiality**

- (i) He/she would be subject to the provisions of the Indian Official Secrets Act, 1923 and he/she shall not divulge any information gathered in course of discharge of duties to anyone who is not authorized to know/have the same.
- (ii) He/she shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of NCSC/Govt. of India.
- (iii) He/she shall maintain absolute confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained ever after the termination of engagement.

**Conflict of Interest**

He/she shall follow all the rules and regulations laid down by the Govt. of India for employees/contractual staff. He/she will display utmost honesty, sincerity and secrecy while discharging their duties. In case, the services of any Legal Assistant is found to be lacking on this count or found to be in conflict with the interest of Govt. of India/NCSC, the services of such Legal Assistant may be discontinued immediately without assigning any reason.

**Communication Skill**

He/she shall have excellent writing, oral communication and interpersonal skill.

**Health**

He/she should be of sound health.

**Leave**

A total of 8 days of leave may be given to a Legal Assistants in a calendar year. Also, un-availed leave; out of 8 days of leave in a calendar year; cannot be carried forward in the next year calendar year. If a consultant takes more than 8 days of leave, then his/her remuneration would get reduced on pro-rata basis in the month in which he/she remained on leave.

**Knowledge of Computer**

He/she should be having knowledge of computer application such as MS Word, MS Excel, Power Point etc.

**Tenure**

- (i) The initial engagement of Legal Assistants would be for a period of 1 year. After expiry of 1 year, his/her performance would be reviewed and if found suitable then his/her contract may be extended; if mutually agreed to; 1 year at a time.
- (ii) The engagement of Legal Assistants would be on full-time basis and he/she would not be allowed to take up any other assignment during the period of contract with NCSC.
- (iii) The contract for engagement of Legal Assistants may be terminated at 15 days' notice from either side without assigning any reason. Further, if a Legal Assistant remains absent for more than 15 days without giving any intimation, then his/her contract would cease to exist automatically on expiry of 15 days and he/she will be paid only for the days he/she worked before expiry of the contract.

**Working Hours**

Legal Assistants would be required to follow the normal working hours of the Commission i.e. from 9.30 AM to 6.00 PM. However, as per the exigency of work, he/she may be required to work beyond office hours and on holidays.

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**Annexure-II**

**Application for Engagement as \_\_\_\_\_ Legal Assistant in NCSC**  
{Ref: NCSC's Circular No. \_\_\_\_\_ Dated: December, 2020}

Affix latest  
Passport  
size  
Photograph  
& Sign  
Across it

1. Name (Shri/Smt./Ms.) \_\_\_\_\_

Nationality \_\_\_\_\_

Father's Name (Shri) \_\_\_\_\_

Husband's Name (wherever applicable) \_\_\_\_\_

2. Address for communication: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-mail ID (i)

E-mail ID (ii), if any,

Mobile No. (i)

Mobile No. (ii), if any,

3. Date of Birth (in Christian era) DD/MM/YYYY:

Age as on closing date of Advertisement:

4. Details of Educational Qualifications (Graduation onwards):

S.N.	Examination Passed	Subject/ Discipline	Year of Passing	University/ Institution	% of Marks
1					
2					
3					
4					
5					

(Please attach self-attested copy of certificates/mark-sheets)



5. Details of Experiences:

S.N.	Organization Name	Position Held	Tenure	
			From	To
1				
2				
3				
4				

(Please attach documentary evidence, if any)

6. **UNDETAKING/DECLARATION**

Certified that the information furnished above are true and correct to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false/inaccurate at any stage before or after my engagement as \_\_\_\_\_ Legal Assistant, my engagement/contract is liable to be cancelled and I may also be held liable for legal, other action as per rules.

I also agree to abide by the Terms and Conditions of my engagement as \_\_\_\_\_ Legal Consultant in National Commission for Scheduled Castes.

Date:

Place:

Signature:

(Each Page of Application shall be signed)

**Details of Documents Enclosed:**

(i) :

(ii) :

(iii) :

(iv) :

(v) :