

F. No. 2(172)/AT/2022/Part. I
Government of India
Ministry of Finance,
Department of Revenue,
Appellate Tribunal
4th Floor, Loknaya Bhavan, Khan Market,
New Delhi-110003
Telephone No.: - 011-20819916/15

Dated 19.01.2024

NOTIFICATION

Subject: Engagement of Legal Research Associates (LRAs) in the Appellate Tribunal, New Delhi on contract basis.

Applications are invited from Indian Nationals to work as Legal Research Associate (LRA) in Appellate Tribunal (SAFEMA) purely on contract basis possessing the following essential qualifications: -

- i. Law Graduates, fresh or experienced who have passed final year L.L.B examination with a minimum aggregate of 50% marks from a recognized university.
- ii. The candidate must be enrolled with Bar Council in India.
- iii. The age of the candidate shall not be above 30 years as on last date of receipt of applications, i.e. on 05.03.2024.
- iv. The candidate must be well-versed in computer operation including research and retrieval of desired information using various search engines and Legal database such as Manupatra, SCC Online etc.
- v. LRA should be of absolute integrity, honesty and good moral character for which he/she will submit certificate of two responsible persons/gazetted officers at the time of joining. LRA should not be involved in any criminal case whether convicted or in which criminal trial is pending.

2. A total of six (06) candidates shall be selected, based on merit, subject to meeting the basic eligibility conditions mentioned above and satisfaction of the terms and conditions specified in the notification. The Appellate Tribunal reserves the right not to engage any candidate whosoever and cancel the notification without assigning any reason. No correspondence from the applicants shall be entertained in this regard.

3. **Remuneration:** A consolidated remuneration of Rs. 50,000/- per month will be paid to the LRAs. He/she will not be entitled to any DA/HRA/residential accommodation or any other allowance.

4. **Duties and functions/work profile:** LRAs shall function as Research Associate in the Appellate Tribunal for the purpose of legal research mainly, but not limited to, identification, selection, and systematic organization of relevant case laws, citations and judicial pronouncements relevant to specific proceedings, sitting in court during hearing of matters by the Tribunal and noting down the arguments, preparing factual and legal synopsis of the matters listed before the Appellate Tribunal, briefing the Chairman/ Member regarding the case listed for hearing, assisting in preparation of draft judgement if called upon to do so. They shall also be responsible for development, storage and speedy retrieval of such material as per requirement and bunching of similar matters.

5. **Conduct during and after the contract period:**

- a. He/she shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, whether in writing or verbal, is leaked out because of his/her action or omission in any manner whatsoever He/ She will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of terms of assignment unless such disclosure is legally required in discharge of lawful duties.
- b. LRAs will not accept any other assignment during his/her term of engagement as such. He/she shall not practice as an Advocate in any Court of Law during the contract period.
- c. He/she shall maintain decorum befitting the stature of Appellate Tribunal in the matter of dressing sense and shall be presentable.
- d. He/she will not leave headquarters, i.e. New Delhi, without seeking proper permission in advance.
- e. He/she will maintain punctuality in attending to the prescribed office hours and in attending to his / her duties.
- f. Since this is a full-time engagement, he/she will not enroll himself/ herself in any regular course of any kind during the period of engagement without prior permission.

6. **Period of Contract:** The period of contract, initially, will be for one year, extendable further depending upon the performance and requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Appellate Tribunal, without assigning any reason whatsoever at any time. The short-term contractual assignment shall not confer any right or claim to any regularization or continuance of service.

7. **Selection Procedure:** Shortlisted candidates will be called for interview/ personal interaction. Selection will be based on the performance in the interview/personal interaction.
8. He/ She will not be entitled to any kind of regular leave except casual leave on pro-rata basis.
9. He/ She will have the option to give up their assignment by giving one month's written notice. However, the Hon'ble Chairman of the Appellate Tribunal shall have the power to waive the notice period.
10. His/ Her working days and working hours shall be same as are applicable to other serving officers and employees of the Appellate Tribunal. However, depending upon the need and requirement, he/ she will be liable on work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.
11. The interested and eligible candidates who are willing to serve in the Appellate Tribunal on the above terms and conditions may submit their applications through e-mail at registrar-atfp@gov.in or **Speed Post addressed to Registrar, Appellate Tribunal, 4th Floor, A wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003**. The application should be in the enclosed proforma along with self-attested copies of requisite certificates, in one pdf file.
12. Last date for receipt of application is 05.03.2024, 1700 Hrs. Applications received after last date & time, incomplete, unsigned or not in the prescribed format will not be considered.
13. Candidates will be shortlisted based on the information provided in the proforma. Final Selection would be based on interview/personal interaction which will be conducted on a date which will be specified after short listing of candidates, at New Delhi. During the interview, questions may be asked about the specific provisions of the PMLA, 2002; PBPT Act, 1998 (As amended in 2016; the provisions of the FEMA, 1999 relating to levy of penalties, the SAFEMA, 1976 and Chapter V A of the NDPS Act, 1985 in addition to the relevant provision of the Civil Procedure Code (CPC) and the Criminal Procedure Code (Cr. PC), Evidence Act. Etc. Candidates may also be subjected to tests to evaluate their research skills through use of information technology and otherwise.
14. No TA/DA will be admissible for appearing in the interview/personal interaction. Appellate Tribunal reserves the right to call only shortlisted candidates in the interview/personal interaction and or evolve appropriate selection criteria, within the broad parameters mentioned above.
15. Selected LRAs will be required to bring their own laptop. Internet and

other infrastructure support, as deemed fit, will be provided by the Appellate Tribunal to facilitate the work.

(Anoop Kumar Parmar)
Registrar

**APPLICATION FOR ENGAGEMENT AS
LEGAL RESEARCH ASSOCIATE IN
APPELLATE TRIBUNAL (SAFEMA)
ON CONTRACT BASIS
(Last Date of application: 5th March 2024)**

Recent Passport size
colour Photograph

1.	Name in Full (IN BLOCKLETTERS)							
2.	Date of Birth (Attach self-attested copy of Date of Birth proof)							
	Age as on 5 th March 2024		Years		Months		Days	
3.	Father's/Husband's Name							
4.	Marital Status [Married/Unmarried]							
5.	Whether enrolled with Bar Council (Attach self-attested copy of enrolment certificate)							
6.	Correspondence Address							
	Telephone No.							
	Mobile No. (mandatory)							
	Email ID (mandatory)							
7.	Permanent Address							
8.	Present occupation, if any							
9.	Knowledge of computer operation							
10.	Educational Qualification from Matric onwards. (attach self-attested copies of certificates/degree)							
	Name of University/ Board	Exam Passed	Year of Passing	% of Marks obtained [If grade system is followed by the University/Board, % of marks after conversion be mentioned along with copy of method of conversion]	Academic Distinction	Subject/ specialization		

11.	Details of previous and present engagement in chronological order [attach proof of the same]					
	Name and address of employer	Period of Service		Nature of duty/experience		
		From	To			
12.	Time required for joining the post					

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place:

Date:

Signature: _____

Name: _____