

Government of Gujarat
Legal Department
Block No. 4, 2nd Floor,
Sardar Bhavan, New Sachivalay, Gandhinagar.

ADVERTISEMENT
For the post of Legal Executive
(No. EST/102014/2889/F)

Tentative Schedule	
Starting date for submission of application	05-01-2017
Closing date for submission of application	21-01-2017

Application are invited from the advocates practicing at the Courts of Law for the posts of Legal Executive by Legal Department, Government of Gujarat, Block No. 4, 2nd Floor, Sardar Bhavan, New Sachivalay, Gandhinagar on following terms and conditions.

1. Number of Post : **10**
2. Essential Qualifications :
 - (i) A prospective Candidate must possess **a Degree in Law** from a University recognized by law in India and must be practicing as an Advocate in Courts of Civil and / or Criminal Jurisdiction must have also passed the All India Bar Examination in order to be considered as eligible for being termed as a practicing advocate.
3. **Fixed Remuneration Rs. 40,000 per month.** No other allowances will be granted, except travelling allowances at the rate available to Class I Officer (Under Secretary) for journey / travel for the duty assigned.

4. **Age Limit** : Not more than 45 years on the date of application.
5. The applicant / Candidate will have to appear (on their own expenses) for the interview before the interview Committee at the time, date & place as decided by the Legal Department / Authorities.

6. Preparation of select list :

Selection of the candidate will be decided by the Interview Committee on the basis of merit and number of candidates equal to the post i.e. 10 (Ten). The selected candidate will have to perform their duties as Legal Executive in the Department / Office allotted by the Legal Department.

7. The appointment will be purely on Ad-hoc basis and contractual basis, Initially for a period of 11 months (which may be extended up to maximum period of 2 (Two) years). The services can be terminated by one month notice by either side.
8. Candidates shall have to produce, at the time of appearing for the interview, identity proof i.e. either the 'Aadhar Card', 'Identity Card issued by the Election Commission of India' or 'Bar Council of the State' or 'PAN Card' or valid 'Driving License', in original + with additional one copy at the time of appearing of the interview.
9. Selection list will be made available on the website of Legal Department or any other mode that may be decided by the Legal Department at the relevant time.
10. Candidates are required to **attach** the copies of **following documents** :
 - (i) School Leaving Certificate or Birth Certificate issued under Birth & Death Registration Act.
 - (ii) Educational Qualifications Mark-sheets and Certificates i.e. of SSCE, HSCE, final year of Graduation, Post-Graduation, LL.B.(all years), Post-Graduation in Law, etc.as may be applicable.
 - (iii) 'Sanad' issued by the Bar Council of concerned State.

11. The further details in this regard will be available on the website of Legal Department (www.legal.gujarat.gov.in).
12. The Power to accept/reject the application and to decide any matter/procedure relating to the selection, the decision of Interview Committee / Legal Department will be final.

Deputy Secretary
Legal Department

GOVERNMENT OF GUJARAT
LEGAL DEPARTMENT
BLOCK NO. 4/2, SARDAR BHAVAN, SACHIVALAYA, GANDHINAGAR
(Web site: www.legal.gujarat.gov.in)

Photo

**APPLICATION FORM FOR THE POST OF
LEGAL EXECUTIVE**

Name:			
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(Surname)

(First Name)

(Middle Name)

Gender :	Male ()	Female ()
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Date of Birth										(dd/mm/yyyy) format
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Present Address :

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Permanent Address :

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Contact No	(R)	(M)	(O)
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Email Address	
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Educational Qualification :

Qualification	Degree	Name of University	Year	Percentage
1. Graduation				
2. Post-Graduation				
3. Others, if any				

Experience	Total Experience (Years) :	
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1. Name of Organization	
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2. Designation	
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3. Period	From Date		To Date	
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4. Work Profile	
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Date :

Place :

Signature

- Document / Certificate to be attached :
 1. Certificate / Mark sheets of Education for Degree / PG / Others
 2. I.D. Proof (Voter ID, Pan Card, Aadhar Card etc.)
 3. Experience Certificate
- Specialization in the concern field should be mentioned.
- Form should be submitted in Computer printed form only. (Should not be hand written filled up otherwise it will be rejected)
- Application along with photocopies (Duly self-attested/true copy) of all degrees & certificates should reach at the above address before expiry of date of submission of application.