



GOVT. OF INDIA
ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(Secretariat – Special Cell (Legal))
Kavaratti – 682555

F.NO.2/46/2012-SC Vol-II (C)/

Dated. 08.05.2023.

EMPLOYMENT NOTICE

It is proposed to engage two Legal Consultants on contract basis exclusively for Special Cell (Legal), in Lakshadweep Administration, Kavaratti for a period of 11 months.

The requirement for the above contract appointment is as detailed below:-

Sl.No	Particulars	Details
1	Name of the Post on Contract basis	Legal Consultant.
2	Number of Posts	2 (Two)
3	Job Profile	Monitoring of court cases, filing reply in Supreme Court, High Court, CAT cases, legal opinion/ examination/ vetting, dealing with correspondence from Ministries, departments under the Administration, updating of court case status, submission of quarterly reports to Ministry, overall supervision of all cases under UTLA, co-ordination of all departments under UTLA regarding all correspondences relating to law and other works assigned by the competent authority, monitoring timely submission of reports before the courts, vetting the charge sheets in criminal cases, coordination of court cases pending before the courts.
4	Consolidated monthly remuneration	Rs.35, 000/- (Rupees Thirty Five Thousand) only per month.
5	Minimum qualification	LL.B from any University recognized by UGC.
6	Desirable	1) LL.M. from any University recognized by UGC. 2) Work experience of 2 years or more.
7	Age (maximum)	Not more than 40 years of age as on the date of interview.
8	Place of interview	Kochi or online through video conferencing.
9	Period of appointment	11 months, extendable at the discretion of competent authority.

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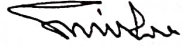
Basis of selection shall be education merit, Possession of desirable qualification and experience and the performance in the personal interview as detailed below:-

1. Education Merit (10 Marks)- 1st Division in LLB (10 Marks), 2nd Division in LLB (5 Marks)
2. Desirable Qualification (15 Marks)- LLM (15 Marks)
3. Desirable Experience (25 Marks)- 1 Yr(5), 2Yrs(10), 3Yrs(15), 4Yrs(20), 5Yrs(25).
4. Personal interview (50 Marks)

The eligible candidates may appear for walk –in interview scheduled at 11 AM on 25th & 26th May 2023 at the office of the Administrative Officer, UT.of.Lakshadweep Administration, Willingdon Island, Kochi-3 with bio data, Original mark sheets , certificates & one set of attested copies of all testimonials. The Administration reserves the right to shortlist the candidates and only shortlisted candidates may be called for the personal interview.

The Candidates shall submit their application in the attached proforma along with copies of supporting documents (viz Educational qualification and experience) and should reach us within 14 days from the issuance of this notice at the Special cell (Legal), Secretariat, Kavaratti, Lakshadweep, Pin-682 555. The Application should be sent through speed post only. Alternatively Applications can also be scanned and sent at email LCrecruitment2023@gmail.com on or before 22nd May, 2023 at 5.00 PM. Applications received after the stipulated date and time will not be considered.

The candidates are informed that the selection for the post of Legal Consultant, U.T. of Lakshadweep Administration is purely provisional and also subject to the verification of their original certificates. For any clarifications, candidates may contact special cell (Legal), Secretariat, Kavaratti on 04896263493, 9497275263 or email the same at LCrecruitment2023@gmail.com The competent authority reserves the right to cancel/Modify the employment notice/process at any stage/point of time without assigning any reason thereof. Further it may be noted that all communication regarding the present recruitment process shall be conveyed electronically ie.through the email address and /or mobile number provided by the candidates.


08/05/23
Special Secretary(Legal)
U.T of Lakshadweep, Kavaratti
E-mail-legal.cell-lk@nic.in

To,

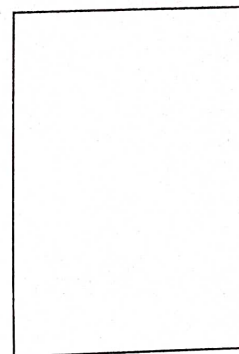
- 1) Administrative Officer, Kochi for making arrangements for the interview through video conferencing.
- 2) The Director (Information & Public Relation), Kavaratti .
- 3) The Deputy Collector's/Sub. Divisional Officer's in Islands & Administrative Officer, Kochi for display on notice board.
- 4) The Technical Director (NIC), Kavaratti with request for uploading the Notice and performa immediately on the website of UTL and making arrangements for interview through video conferencing.

PROFORMA FOR APPLICATION FOR ENGAGEMENT OF LEGAL CONSULTANT ON CONTRACT BASIS.

1. (a) Name (in Block letters) : _____

(b) Present Office Address : _____
(with Tel No.) [if any] _____

(c) Residential Address (with Tel No.) : _____



photo

(d) Email Address : _____ (e) Personal Mobile No. _____

(f) Gender (Male/Female) : _____

2. Date of Birth: _____ / Age as on last date for receipt of application: _____

3. Educational Qualification (Graduation onward):

*Exam Passed	University/Instt./ Board	Year of Passing	Marks obtained (%)	Division obtained.

*(Note: please attach self attested copies of supporting documents otherwise application will not be considered for the process)

4. Details of employment/experience in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format below):

*Office/Instt./Org	Post Held	Period		Nature of work	Remarks
		From	To		

*(Note: please attach self attested copies of all experience certificates otherwise application will not be considered for the process)

5. Total period of experience in the field for which being applied for (in years) : _____ Yrs _____ Months _____ Days

6. Details of training undergone, if any :

7. Any other relevant information, which you want to furnish :

8. Please state briefly how you find yourself best suitable for the post applied for (Separate sheet may be attached)

Date:

Place:

(Signature of Applicant)



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It is proposed to engage two Legal Consultants on contract basis for Special Cell (Legal) in Lakshadweep Administration, Kavaratti for a period of 11 Months at a consolidated monthly remuneration of Rs.35000/- Per Month. Minimum Qualification for the post is LLB and the Maximum age is 40 years. The Application can be sent in the prescribed performa through email or speed post latest by 22nd May, 2023 at 5.00PM. The Detailed Employment Notice and the Performa for the Application are available at our website: <https://lakshadweep.gov.in>. For any clarification, candidates may contact at Ph:No.04896263493 or email- LCreruitment2023@gmail.com

(Sandeep Mishra)
Special Secretary (Legal)
U.T of Lakshadweep, Kavaratti
E-mail-legal.cell-lk@nic.in

To,

The Director (Information & Public Relation), Kavaratti with request to publish in the next issue of Lakshadweep Times, Malayala Manorama, Hindu News papers.