

**ADVERTISEMENT FOR ENGAGEMENT OF LEGAL ASSISTANTS FOR
HANDLING OF LITIGATION PROCESS AT DAV LEGAL CELL SUBROTO PARK,
NEW DELHI AND LEGAL CELL AT LUCKNOW**

1. Directorate of Air Veterans offers exciting opportunity to aspiring Legal Professionals to associate with the Litigation Work of Indian Air Force on varied subjects of service and administrative law, to work closely with the men and women in uniform and gain experience in all round litigation work. Applications in the prescribed format are invited from Indian nationals to work as Legal Assistants at Legal Cell at the Directorate of Air Veterans Subroto Park, New Delhi & Legal Cell Lucknow, on contractual basis.

2. Number and Place of Vacancies

(a) Total 12 vacancies distributed across the following locations: -

- | | | | |
|------|--|---|----|
| (i) | Legal Cell DAV Subroto Park, New Delhi | - | 08 |
| (ii) | Legal Cell Lucknow | - | 04 |

3. Essential Qualifications

- (a) The engagement is open only for the citizens of India.
- (b) A graduate degree in Law with a minimum aggregate of 55% marks from any University/Institution, recognised by the Bar Council of India.
- (c) Minimum experience of 2 years as an Advocate/Research Associate/Legal Assistant in a Court of Law or any Government Office or reputed Law Firm or in an office of reputed Advocate; and
- (d) Should have passed the All India Bar Examination (AIBE) / related qualifying examination (as applicable).

4. Desirable Qualifications

- (a) Post Graduate degree in law.
- (b) Research and analytical skills, writing abilities, including retrieval of desired information from various search engines/processes such as eSCR, Manupatra, SCC Online, LexisNexis, Westlaw etc.
- (c) Must have good knowledge of operation of computers and skill of using common software in use like MS office, MS Excel, etc.

5. Age Limit

- (a) Should not have completed the age of 40 years as on the last date for submission of application.
- (b) However, age relaxation of 10 years shall be applicable to Ex-Servicemen.

6. Disqualifications

- (a) Must not be engaged or appointed elsewhere on honorarium whether on full or part time payment basis or otherwise;
- (b) Should not have been involved in any criminal case whether convicted or under trial against whom a criminal investigation is ongoing or named as an accused in a FIR
- (c) Must not have been convicted for or under prosecution for contempt of court by any court in India.
- (d) Must not be facing any disciplinary proceeding before the Bar Council of India, Bar Council of the State or Institutes or any other authority, or punished by Bar Council for any misconduct.

Remuneration for Engagement

7. An Amount of Rs. 50,000/- per month shall be paid towards the services rendered as Legal Assistant. No TA/DA, accommodation or other allowance shall be admissible. The remuneration will be subject to applicable taxation laws. Further, no PF or ESI is applicable during the period of engagement.

8. Terms & Conditions

- (a) Engagement of Legal Assistants is purely a temporary contractual arrangement and it will not vest any right whatsoever for any kind of employment with Indian Air Force (IAF) or Ministry of Defence.
- (b) No candidate shall have any vested right to selection under the subject engagement, and any representation against non-selection shall not be entertained or replied.
- (c) The selected Legal Assistants will be initially engaged **purely on a contractual basis for a period of 06 months**, which may be further extended based on necessity and performance and subject to approval of extension of scheme by competent authority. The initial term of six months shall be subject to satisfactory performance assessed during performance audit.
- (d) This is a full-time engagement to be attended physically at the concerned Legal Cell or the Court/Tribunal or any other place as instructed by the concerned Officer-in-charge(OIC) Legal Cell. During the period of engagement, the Legal Assistant are to be physically available in Delhi/Lucknow as the case may be.

(e) The Legal Assistants are not permitted to pursue any other work during the tenure of engagement. In case the selected Legal Assistants pursue some academic course/engagement parallel to this engagement, it will be based on an understanding that grant of leave of absence for exams etc. cannot be guaranteed.

(f) The working hours for the Legal Assistants shall be the same as for the Legal Cell with which he/ she is engaged and also shall be subject to orders of the supervising officers concerned. In case of necessity as satisfied by the Supervising Officer/ official, a Legal Assistant may be required to attend office even on Sunday/ Holidays for which no extra allowance shall be paid.

(g) **No leave shall be admissible during the period of engagement.** In case of any unauthorized absence, the remuneration payable shall be deducted on a pro-rata basis of each day of unauthorized absence. Any unauthorized absence of total five days or more, continuous or broken, may lead to termination of the engagement besides deduction of remuneration as mentioned above.

(i) Should a Legal Assistants desire to discontinue and leave the engagement midway, he/ she will be required to give an advance written notice of at least one month. In such a case of withdrawal, the remuneration shall be paid only for the actual period of services rendered on a pro-rata basis.

(j) **Confidentiality.** Legal Assistants shall follow the confidentiality protocol of the Office where he/ she is engaged in general and shall not reveal to any person or organization any information relating to the organization, its work and policies. Candidates selected for the engagement shall be required to sign a Non-Disclosure Agreement prior to commencement of assignment. Any document/file/noting/letter/signal or copy thereof shall not be permitted to be taken outside the section/ office premises by the Legal Assistants without written permission. **Any breach of confidentiality may result in legal consequences including but not limited to the offences under the Official Secret Act, 1923 as applicable.**

(k) **Discipline, Cyber and Information Security Policies.** Strict discipline and adherence to cyber security and information security policies of the organization is of paramount importance and breach/ violation or misconduct of any nature shall be dealt with strictly. **Carriage of smart digital devices to office is prohibited and will require specific written sanction of the competent authority/supervising officer, if necessity arise.**

(l) The Legal Assistants during the period of their engagement, shall not render any legal advice or opinion to any service or civil personnel in writing or verbally. **Solicitation/ offering/ rendering legal advice (verbally or in writing) of any kind to any third party is strictly prohibited.** Violation shall lead to immediate termination from the engagement.

(m) **Dress.** Legal Assistants will have to adhere to the dress code. Formal black trousers and white shirt with tie and black coat with formal shoes with laces to be worn. Female associates to alternatively dress in black/ white salwar suit/ saree with coat. No slippers/ sandals/sports shoes/ open toe footwear will be allowed in the office premises and Courts.

(n) **Termination of Engagement.** Being a purely contractual assignment, the engagement/services of Legal Assistants can be terminated at any stage without assigning any reasons whatsoever. No representation with respect to termination of engagement shall be entertained or replied.

Application Procedure.

9. Candidates desirous of working as Legal Assistants may forward the scanned copy of duly filled application form annexed to this advertisement via email to **achiever.30@gov.in** (R) **achiever.30@gov.in** along with a scanned copy of all educational certificates from matriculation onward and a verification certificate issued by local police station of the residence. Certificate of experience of two years along with two Draft Writ Petitions on any subject pertaining to service matters also needs to be attached as separate attachment via email, with the subject **APPLICATION FOR LEGAL ASSISTANTS AT (Name of Place)** latest by **04 Jul 2025 (R) 04 Jul 2025**. Incomplete applications or applications received in illegible format without relevant annexures and application received after **04 Jul 25** shall be rejected summarily without any consideration or communication and no correspondence to this affect shall be entertained at any stage.

Selection Procedure.

10. Candidates will be selected through a Board of Officer (BoO). The interviews during the selection process shall be conducted in a virtual mode. The general legal awareness, understanding of service jurisprudence, basics of legal drafting with Court procedures and the candidates' ability to assist in litigation management & legal correspondence within a Govt Set up shall be assessed during the virtual interview. The time & date of interview shall be shared with the Screened-In candidates in advance through email on registered email-id of the candidate. The candidates selected will be offered the engagement letter through e-mail.

**INDIAN AIR FORCE RESERVES THE RIGHT TO CANCEL THE
SCHEME OR MODIFY ANY PART THEREIN WITHOUT ASSIGNING
ANY REASON**

**APPLICATION FORM FOR LEGAL ASSISTANTS ON
SHORT-TERM ENGAGEMENT IN THE LEGAL CELL
AT DAV SUBROTO PARK, NEW DELHI AND LUCKNOW**

1. Preferred Place of Engagement: -

(a) _____

(b) _____

2. Name of Candidate: _____

3. Aadhar No: _____ 4. PAN Card No: _____

5. Name of Father/Mother _____

6. Gender: _____ Date of Birth/ Age as on 20 Jun 2025 _____ / _____

7. Enrolment No: _____ AIBE Passing Date: _____

8. Current Profession: _____

9. Whether an Ex-Servicemen: - Yes/No

If yes details of past service (Service No./Rank/Name & Initial/Trade/Last Unit)

10. Permanent Address: _____

PS _____ Dist _____ State _____

11. Correspondence Address: _____

_____ PS _____

Dist _____ State _____ Mobile No. _____

e-mail id _____ (R) _____

12. Education Qualifications: (High School Onwards)

S No.	Exam/Degree	Board/University	Year of Passing	%age
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				

Work Experience:

S No.	Name of Organization/Institute/Office	Period	Nature of Work
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			
(h)			

Declaration

This is to certify that I, _____,

Son of/Daughter of/Wife of _____,

resident of _____ declare that I have no criminal case pending against me before any Court of law within or outside India and have never been found convicted of any crime in the past. Further, no disciplinary proceedings are pending against me before the concerned bar Council, nor have I ever been subjected to any disciplinary action or punishment by the Bar Council. I have also never been prosecuted for contempt of court. I also declare that I have read and understood the Terms and Conditions contained in the **ADVERTISEMENT FOR ENGAGEMENT OF LEGAL ASSISTANTS AT IAF LEGAL CELLS** and that all the information furnished by me is true and correct to the best of my knowledge. I also understand that if at any stage it is found that the information given in this application is false or incorrect, my contractual assignment shall be liable for termination and legal consequences may follow.

Place:

(Signature)

Date: