Office of the Resident Commissioner
Gujarat Bhavan, New Delhi
11, Kautilya Marg,
Chanakyapuri, New Delhi - 110021

Date: 2nd February, 2016

Services of well qualified, experienced persons to work in the Legal Cell of the Office of Government of Gujarat, New Delhi are required for the following positions on contract basis:

Candidates with proven ability having desire to contribute and believe in outstanding performance are requested to send their CVs in the enclosed proforma addressed to the Assistant Resident Commissioner, Gujarat Bhavan, 11 Kautilya Marg, Chanakyapuri, New Delhi-110021 by post or through e-mail, (rcgujarat@yahoo.co.in) latest by 16.2.2016. Other details including requisite qualification, experience and job profile against each of the position are as under:

Last Date for application

i). Should possess Bachelor’s Degree in law of any of the Universities established by an Act of Parliament or the State Legislature or other educational institutions established by an Act of Parliament or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956.

ii). Should possess minimum 3 years experience in a Government or private organization of repute, out of which minimum 2 years should be in the legal profession. Preference will be given to those who have got experience of working preferably in Supreme Court of India and legal matters with a company/ law firm of repute. Good Command on English language is must. Proficiency in computer application is a must. Should be courteous and possess modern communication skills to deal with VIPs / Legal professionals and senior Government Officers. Proficiency in computer application.

iii). Not more than 30 years. 60 years in respect of retired or working Government servant at equivalent post.
iv). Persons retired at similar positions from Government of India/State Government, PSUs possessing the requisite qualifications and experience of working in a legal entity or enterprise of repute.

v).

a) He will be responsible for maintenance of all legal matters and requirement of the State.

b) Should be able to coordinate and liaise with local courts such as Hon’ble Supreme Court of India, Hon’ble High Courts, and Ministry of Law etc.

c) He will be responsible to maintain all records, office decorum and will be incharge of the office.

d) Should have knowledge of government procedures and working.

e) Any work that may be assigned from time to time.

i) Should possess Bachelor’s Degree in law of any of the Universities established by an Act of Parliament or the State Legislature or other educational institutions established by an Act of Parliament or declared to be deemed as a University under section 6 of the University Grants Commission Act, 1956.

ii) Not less than 22 years and not more than 30 years. Provided that the upper age limit shall be 35 years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribe recognized as such by the Government for the purpose of recruitment to the posts and services under the Government.

60 years in respect of retired or working Government servant at equivalent post.

iii)

a) Possess experience in a Government’s legal entity/law firm of repute.

b) Experience of handling general administration and running an office will be desirable. Experience of legal work in Hon’ble Supreme Court of India will be preferred.

c) Desirable: Should possess pleasant personality, excellent communication skills and know computer application.

d) Preference shall be given to candidates knowing Gujarati language.

iv) Retired Officer at equivalent post of Assistant level from Government of India or State Governments with excellent managerial and communication skills. Knowledge of computer application is required.
v)  


b) Should be courteous and possess modern communication skills to deal with VIPs / Legal professionals and senior Government Officers.

i)  

Age: 18 to 40 years. 60 years in respect of retired or working Government servant at equivalent post.

ii)  

Possessing a degree of any of the Universities incorporated by an Act of Parliament or a State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956, Knowledge of computer and its applications is a must. Should have stenography speed of 100/ 40 words per minute of transcription and typing respectively in English.

iii)  

At least three years experience in similar position or as executive Assistant in a reputed organization / Government or its agencies. Should be courteous and possess modern communication skills to deal with VIPs / Legal professionals and senior Government Officers.

iv)  

Retired Officer (PA/ Steno) from Government of India or State Governments, PSUs with excellent managerial and communication skills. Knowledge of computer application is required.

v)  

a) Should be able to take dictation in English and transcribe the same efficiently and quickly.

b) He/ She will be attached with the senior officers and should be able to keep track of meetings and relevant papers including attending to telephone calls and facilitate working of the officers.

c) Manage Mails/ Appointments etc.

Applications may be submitted addressed to the undersigned by the last date for application i.e. by __________ in the enclosed proforma.

: It will be in accordance to the qualification and experience.

Assistant Resident Commissioner
Position applied for: ____________________________

1. Name

2. Father's Name

3. Date of Birth

4. Domicile

5. Mailing Address

6. Permanent Address

7. If Working

(Please give details viz. name of organization, address, position, job profile, salary, etc. of the last job if retired or present job if working)

8. Educational/ Technical Qualification:

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<th>S. No.</th>
<th>Course/ Degree/ Diploma</th>
<th>Subject</th>
<th>University/ Institute</th>
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9. Work Experience (Please enclose copies of the documents)

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<th>S. No.</th>
<th>Position</th>
<th>Name of the Organisation</th>
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<th>Nature of work handled</th>
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10. Last pay drawn (attach a copy of the last pay drawn)

11. References:

(minimum two with whom have worked)

Place: ____________________________

Date: ____________________________

Signature of the Applicant

Name ____________________________

Mobile ____________________________