

### **RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER (LEGAL)**

(As approved by the Board in their 247 Meeting held on 26.06.2013)

|   |                                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|--------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                                                 | : | Asstt.Manager (Legal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2 | Classification                                               | : | Group 'A' Post ( E-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3 | Whether selection post or Non selection post                 | : | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4 | Scale of Pay                                                 | : | <b>Rs.16,400-40,500 (IDA)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5 | Age limit for direct recruitment                             | : | <b>Not exceeding 35** years as on 1<sup>st</sup> Jan of Recruitment year.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6 | Educational and other Qualifications for direct recruitment. |   | <b><u>Essential Qualifications &amp; Experience :</u></b><br><b>Professional Degree in Law from a recognized Indian University/Institution with minimum 55%* marks (Desirable: 60%). Those having LLM qualification or Post Graduation Diploma in Labour Law/ Administrative Law/Corporate Law, in addition to the Law Degree shall be preferred. Should have handled Industrial/ Civil/Corporate/ Taxation matters as Legal Assistant/Executive in a large Organization/Law firm for 2 years or with an experienced advocate for a period of three years, after acquiring Law Degree.</b> |
| 7 | Period of Probation                                          |   | One year extendable by maximum period of one more year, if considered necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8 | Method of Recruitment.                                       | : | <b>100% by direct recruitment or absorption of MT (Legal), if any.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**\* Not applicable for existing Departmental Candidates**

**\*\* { 1. Age Relaxation as per Govt. Rules  
2. No age bar for Departmental Candidates }**

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