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भारतीय विधिज्ञ परिषद् BAR COUNCIL OF INDIA

(Statutory Body Constituted under the Advocates Act, 1961)

21, Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi - 110002

Date: 12.05.2022

Bar Council of India Requires on contract basis:-

- (A) Law Assistants-cum-Trainees
- (B) I.T. Assistant-cum-Trainees

Age:- Between 22 to 27 years

Last Date on application:- 23.05.2022

- (A). Law Assistants-cum-Trainees Remunerations:- ₹ 20,000 P.M. (consolidated)
- (B). I.T. Assistant cum Trainees:- ₹ 25,000 P.M. (consolidated)

- Number of vacancy
- (A) Five (05) posts of Law Assistants
 - (B) Three (03) posts for I.T. personnel/experts

Period of contract:-

Eleven months, However, if the performance is found satisfactory, the period of contract may be extended for further period, but the engagement will be contractual only for both the posts.

Note:-

A contract of a selected candidate can be terminated any time even before the expiry of 11 months, without any notice to the engaged persons, if his services are not found satisfactory or if he/she is found to be involved in any sort of unwarranted activities. No reason shall be assigned/communicated to the Trainees as the reason may adversely affect the future of the Trainees. However, in case of gross misconducts, Suitable Proceedings may be initiated.

Job description/Role and Responsibilities

- (A) Legal Drafting skills and research works Article writings, on Legal topics, research on case-laws and well versed with Computer application; and
- (B) for the I.T. personnel, at least master degree in I.T./ Computer Science with minimum two years of experience in a good firm/Company.

Test and Scrutiny:-

The Council may require the short-listed candidates to appear for written test/Interviewed for selection of suitable candidates. The Council will select the candidates on the basis of overall assessment of merit, ability, personality and suitability required as per nature of the work. The decision of the Council Shall be final. No candidate shall be entitled to ask for any reason for his failure, or the rejection of his candidature.

The desirous applicants may send Applications with self-attested documents, experience certificates, on email to courtmatters.bci@gmail.com

Note:-

1. Only shortlisted candidates will be called for Test/interview. Kindly bring your original documents at the time of interview, for verification purposes. Mere application or your employment or ever or selection will not confer any right of engagement. The Employer/ Bar Council of India reserves the right to cancel this offer/Notice anytime. The Council may change the number of Vacancies, depending on the need.


Assistant Secretary
Bar council of India

Application Format

Applicant shall require following information:-

Resent passport size Photograph

1. Name
2. Father's Name
3. D.O.B
4. Contact Number & Email
5. Address of communication
6. Educational Qualifications
7. Work experience
8. Additional information, if any
9. Enrolment certificate true copy and copy of C.O.P. of AIBE (if any)

Date:-

Signature of the Applicant