



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

Notification/ Vacancies (Last date for receiving applications/nominations: 10.03.2023)

Bar Council of India invites applications for the following Positions:

Assistant Secretary (Law and Administration- 2 Posts)

Qualification & Eligibility:- LL.B. degree, with minimum 55 %marks from recognized University; minimum practice of 5 years before any Court of Law, fluency in oral & written communication in English and in some regional language & good knowledge of Computer applications. Persons with excellent drafting skills and legal aptitude shall be preferred.

Assistant Secretary (Accounts Officer- 1 Post)

Qualification & eligibility:- Chartered Account, with minimum practice of 5 years in the field of Accountancy with any good organization, fluency in oral and written communication skills in English and in some regional language, with good knowledge of Computer applications. Candidates with B.Com./M.Com. or MBA may also apply.

Pay Scale: Level 11 of the pay matrix and other allowances as admissible.

Law Officers (for Bar Council of India)

Qualification and Eligibility: -

LL.M. (Degree) with 7 to 12 years of practical experience of work either in Delhi High Court or Supreme Court may apply with their resume. Candidates should have their permanent residence in NCR. The maximum age limit shall be 40 years for this post. Advocates/Candidates with 2 year LL.M. Degrees OR higher qualifications will be preferred.

(Candidates may be required to be present in Goa for the official work of India International University of Legal Education and Research for 2-3 Months continuously sometimes. This will not be court work, rather other legal work).

The candidates shall be required to prepare the synopsis of every court case, do research work, and assist the courts or arrange the conferences with Senior Advocates/AORs. The candidates may also be required to have proper coordination with all departments of Bar Council of India including Legal Education Department and Disciplinary Committee Department of Bar Council of India for expeditious hearing of D. C. Cases. The candidates may also be required to do some Legal or other works as assigned by the authorities.

Candidates shall be a part time salaried officer and shall get emolument equivalent to Joint Secretary rank officer of the Bar Council of India. However, if the candidate opts to be paid as per his/her brief wise works, he/she shall be paid fee of Rs.15,000/- (Fifteen Thousand) per effective hearing for every case he/she appears and assists the courts and the same fee shall be paid for preparation of synopsis of 7 D. C. Cases. The amount of Rs.15,000/- shall increase @ 10% every year.

Advocates should have good knowledge of pleadings, draftings and proceedings of High Court and Supreme Court

Besides Delhi High Court and Supreme Court, the Advocate may also be required to go to appear before other High Courts. However, for appearance in Courts outside Delhi, they will be paid TA, accommodation charges, Fooding, Local Transportation and a fee of Rs.25,000/- per appearance (if he/she is not paid the fixed monthly honorarium).

The Law Officers shall be free to do their private practice, as the law officer shall not be the full time salaried officer/employee of Bar Council of India and he will be required to deal with the legal matters. However, they shall not appear or work against the Bar Council of India, or any Institution created by the Bar Council of India in any matter or case.

The appointment shall be made for a period of fifteen years or till the Law Officer attains the age of 60 years, whichever is later.

The Advocates who have appeared for B.C.I. in some Court cases earlier and/or have done pro-bono services for BCI or any State Bar Council or IIULER, shall be given preference.

Assistant-cum-Steno (3-Posts):-

Qualification & eligibility:- Graduate Degree in any stream with minimum 55 percent marks from recognized University; with minimum of two years as stenographer in any organization, with minimum speed of 80 wpm for shorthand and 40 wpm for typing with good command over English. Candidates with knowledge of Hindi typing will be preferred.

Pay Scale: Level 5 of the pay matrix and other allowances as admissible.

Assistant (with Typing & Drafting Skills) (2 Posts):-

Qualification & eligibility:- Graduate Degree, with minimum 55 percent marks from recognized University; with minimum 5 years working experience with any organization, reasonable typing speed and good knowledge of Computer Applications, command over English language, and very good drafting skills.

Pay Scale: Level 5 of the pay matrix and other allowances as admissible.

Peon Cum Daftari (5-Posts):- Minimum qualification should be 12th pass. Previous experience of working shall be preferred.

Pay Scale: Level 2 of the pay matrix and other allowances as admissible.

Driver (2-Posts):- Minimum qualification should be 12th pass with good Driving skills with Valid Driving License.

Pay Scale: Level 2 of the pay matrix and other allowances as admissible.

General Instructions: -

The Search-cum-Selection Committee reserves the right to suitably modify the eligibility criteria and extend the date for filing application, if considered necessary.

Age Criterion for all post: Preferably below the age of 45 years as on last date of receiving the applications (Except Law Officer-where the age required is 40 years).

Address for receiving applications/nominations: Applications/nominations may be sent by post/courier to Shri. Srimanto Sen, Secretary, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi – 110002

Note:- 1. All educational qualifications, certificates or supporting documents should be self-attested.

2. For the Post of Law Officer and Assistant Secretary, D.D. of Rupees five thousand, for post of Assistants-cum-Stenos, and Assistants, Rupees two thousand D.D. and for post of Peons Rupees one thousand D.D. in favour of Bar Council of India payable at New Delhi, should be posted with CV to BCI, 21 Rouse Avenue Institutional Area, New Delhi-110002.

3. Name of applicant post should be mentioned on the envelope.

4. The Council reserves the right to make any change in the number of posts or the qualification, experience, age, criteria etc. for appointment.

5. The Council shall decide the mode/procedure of selection after receipt of applications for various posts.

6. For the post of Assistant cum steno and Assistants retired persons from reputed organizations may also apply.

7. The Council also reserves the right to cancel this notification with regard to any post at any point of time without assigning any reason. The Council also reserves the right to extend the last date of receipt of applications.

Applications for vacancies in Bar Council of India may be sent by post/courier to Secretary, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi – 110002 and by email to bci.vacancies@gmail.com.

If the application sent through email, the scanned copy of Demand Draft is to be sent on said email and the original DD is to be sent through post/courier along with the application.



(Srimanto Sen)
Secretary
Bar Council of India