

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – Law Officer (On Contract)

No. of Vacancies:-01

A. ELIGIBILITY CRITERIA (as on 01.01.2017)

Candidates, intending to apply for the above post should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form.

a. Age, Educational Qualifications & Post Qualification Work Experience (As on 01.01.2017):

POST CODE	Post	Age	Educational Qualifications	Post Qualification Minimum Work Experience
I	LAW OFFICER	Min.20 years Max.35 years A candidate must have been born not earlier than 02.01.1982 and not later than 01.01.1997 (both dates inclusive)	A Bachelor Degree in Law (LLB) (from a University/ Institution/ Board Recognised by Govt. Of India/ approved by Govt. Regulatory Bodies) and enrolled as an advocate with Bar Council	Enrolled as an advocate with Bar Council with minimum 3 years Experience of practice at Bar and/or Judicial service and/or having experience of working with reputed solicitor firm and/ or as a Law Officer in the Legal Dept. of a Scheduled Commercial Bank and/or the Central/State Government and/or of a Public Sector Undertaking and/or organisation conducting examinations. The candidate should produce a certificate of having the requisite post qualification work experience from the Court/ Bar council/ organisation at the time of interview. Competency in operating computers is must.

➤ Candidates should have Certificate/Diploma/Degree in computer operations / Language.

1. His/ her integrity should not have been doubtful during his/her service.
2. No punishment/penalty should have been inflicted on him/her during his/her service.
3. Cases of CBI or other law enforcement agencies should not be pending against him/her.
4. Multiple applications will be summarily rejected.

B. COMPENSATION: Approximately Rs.30,000/- per month (all inclusive)

C. JOB PROFILE, ROLE & RESPONSIBILITIES

- (i) Dealing with references on legal issues
- (ii) Preparing initial drafts of legislation administered/to be administered by the Institute
- (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Institute
- (iv) Replying to candidate's queries
- (v) Handling all Court cases from filing of the case to the final Court order .
- (vi) To pursue the cases with the concerned advocates for speedy disposal /to know the status.
- (vii) Drafting of Affidavits, Counter affidavit, drafting of para-wise comments/reply
- (viii) Time to time consultation on various legal issues with legal counsels.
- (ix) Giving updates on various matters related to the employment criteria, reservations etc. in public sector organisations.
- (x) Responding to legal matter received from the candidates / candidate's advocates, show cause notices from the statutory authorities
- (xi) Vetting of advertisements, drafting contracts, Vetting of contracts, amending contracts etc.
- (xii) Study judgments given in favour /against Institute and take appropriate steps in the matter.
- (xiii) Assist Administrative Officials in dealing with Law Enforcing Authorities by Proper liasoning.
- (xiv) To guide administration officials on Employee / labour matters
- (xv) Issuance of Show cause notices for recovery of payment / bill etc.
- (xvi) Any other legal/ industrial relation matter assigned by the Institute to be performed in prescribed time limit.

And any matter related to the above broad functions.

D. HOW TO APPLY: –

Interested candidates who are meeting with above Mentioned eligibility criteria as on **01/01/2017** only may forward their applications giving details of job experience, **salary drawn & expected** on plain paper in attached format along with self-attested Xerox copies of all necessary documents to

**The General Manager- Administration
Institute of Banking Personnel Selection,
IBPS House, Plot No.166,
90 ft DP Road, Off Western Express High way,
Kandivali (East), Mumbai 400 101**

Last date of receipt of application is 28.01.2017 (before 5.00 pm).

- **Application received after this date and time will be summarily rejected.**
- **Application not in the prescribed format and /or without necessary documents will be rejected.**
- **IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.**
- **Multiple applications will be summarily rejected**
- **Internal candidate, if any, may also apply.**

Please Note:

- *The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.*
- *Candidate residing in Mumbai will be preferred.*
- *Hand Delivery will not be accepted.*
- *Send your application only through the post or courier. IBPS shall not under any circumstances be liable for misplace, damage and/ or delay in delivery of application by the post or by the courier agencies.*
- *Selection will be made by a committee and such selection will be Final.*
- *Shortlisting of the candidates for interview/ any further process shall be at the sole discretion of IBPS.*

Applicants must super-scribe “Application for the post of Law Officer (On Contract)” on the top of the upper part of the sealed envelope containing the application.

20.01.2017

General Manager (Administration)
IBPS, Mumbai

APPLICATION FORMAT

To

The General Manager
Institute OF Banking Personnel Selection
IBPS House,
90”ft DP road, off W E Highway
Kandivali (East)
Mumbai 400 101

PASTE (not staple)
your
recent passport size
photograph here and
sign across it in
full name with
date

Sir,

SUB : Application for the post of Law Officer on contract in IBPS

With reference to your advertisement dated 20.01.2017, I submit herewith my application for the *post of Law Officer* in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advice that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)

2. Father's/Husband's name

3. Date of Birth
(DD/MM/YYYY)

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AGE [_____ yrs.]
(As on 01.01.2017)

4. In case of a person who is in service

4.1 Name of the BANK/ORGANISATION/DEPARTMENT

4.2 Designation

4.3 No. Of years of service:

5. Candidate's address

Permanent Address:

(IN BLOCK LETTERS)

Dist. _____

State _____

PIN CODE

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PHONE WITH STD

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Mobile No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email ID _____

6. Candidate's address

Correspondence Address:

(IN BLOCK LETTERS)

Dist. _____

State _____

PIN CODE

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Email ID _____

7 Educational Qualification: ---- (self-attested copies of certificates to be attached)

8. Work experience: (Supporting Documents to be attached)

9. Languages Known

Language	Read	Write	Speak

10. Salary Drawn : Rs. _____
Compensation Expected : Rs. _____

11. References:

1. Name: _____

Address:

_____ PINCODE: _____

Telephone Number (with STD code) _____

Mobile Number: _____, _____

EMAIL ID: _____

2. Name: _____

Address:

_____ PINCODE: _____

Telephone Number (with STD code) _____

Mobile Number _____, _____

EMAIL ID: _____

12. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me and
- (iii) I am physically fit to carry out duties of the Law officer on contract.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to the requirements of the related advertisement of Institute of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: _____

Signature: _____

Date: _____

Name of the candidate: _____
(In block letters)