

શિક્ષણ વિભાગ,
બ્લોક નં.૫/૭ મો માળ, સરદાર ભવન, ગાંધીનગર
લીગલ એનાલીસ્ટ અને લીગલ કો-ઓર્ડિનેટરની કરાર અધારિત જગ્યાની ભરતી
જાહેરાત:

શિક્ષણ વિભાગ, ગાંધીનગરમાં 'લીગલ સેલ' માં Legal Analyst (૨ જગ્યા) તથા Legal Co-ordinator (૨ જગ્યા) ની ફૂલ-૪ જગ્યા ૧૧ માસના કરારના ધોરણે ભરવા માટે ઇચ્છુક ઉમેદવારો પાસેથી તા.૧૦/૦૨/૨૦૨૦ થી તા.૨૪/૦૨/૨૦૨૦ સુધીમાં આ સાથે સામેલ નિયત અરજીપત્રકમાં અરજી મંગાવવામાં આવે છે, જેની વિગત નીચે મુજબ છે:

Advertisement

Legal cell for Department of Education, Govt. of Gujarat

Applications are invited through Registered Post (RPAD) addressing "Joint Secretary (Establishment), Education Department, Block No.5/8, Sachivalaya, Gandhinagar" for the following contractual posts in the Education Department. The qualifying and short listed candidates will be invited for the test and interview before the committee. The test may include a case study and other aptitudes essential for the following posts.

Sr	Post	Qualification	Age limit as on date of Advt.	Monthly fixed Remuneration
1	Legal Analyst (2 posts)	<ul style="list-style-type: none">- Bachelor of law.- Knowledge of Gujarati and English Languages essential.- Experience of 2 years of handling legal matters in Govt. Office/ undertakings desirable.	No Age Limit	40,000
2	Legal Coordinator (2 posts)	<ul style="list-style-type: none">- Bachelor of law- Knowledge of Gujarati and English Languages essential.	Below 40 Year	15,000

Selection committee will prepare a select list of the candidates after following procedure:

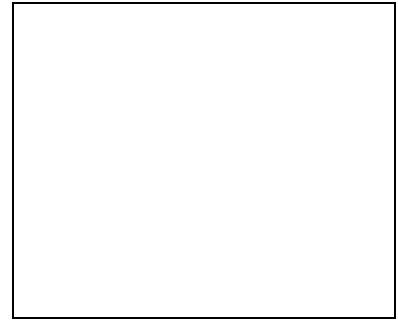
(a) Educational Qualification	30 Marks
(b) Case study test	50 Marks
(c) Interview	20 Marks
Total	100 Marks

Annexure A

Role of the legal cell will include:

- a. The Legal Analyst shall play a meaningful role in drafting counter affidavits. They are responsible for not only in filling Government reply and appearances in court, but also in taking leading role in the interest of the government.
- b. The Legal Cell will ensure that incomplete briefs of remarks are not forwarded from the Department as well as from the HODs. The matter shall be reported to the concerned authorities.
- c. It is the prime responsibility of the Cell to ensure that proper records are kept for each and every case of High Court as well as for the cases of Tribunal. All the petitions are retained in an apple pie order and tally with what have been filed in courts.
- d. The Legal Cell is expected to discharge its obligations with a sense of responsibility towards the Courts as well as to the Government.
- e. If unjustifiable concessions are made on uses of facts without obtaining proper instruction and authorization from the Competent Authority, the matter will be reported to the Department immediately and remedial action would be followed.
- f. The Legal Cell shall be responsible for reviewing all pending cases and filtering the frivolous and vexatious matters from the meritorious ones.
- g. Cases will be grouped and categorized by the nature of prayers.
- h. The Legal Cell shall have the responsibility of taking regular follow-up action in all pending cases including the cases of GIA, Institutions, Pension, Service related etc. and the stage of each case is ascertained by contacting the concerned AGP or GP office.
- i. A separate list of cases involving the realization of large amount of revenue to the State exchequer shall be kept for monitoring by the Legal Cell.
- j. The Legal Cell will be responsible for active case management. This will involve constant monitoring of cases. Particularly, the examination of cases which have gone 'Off track' or have been unnecessarily delayed.
- k. The Legal Cell shall ensure that the relevant data is sent to the concerned officers, branches or HODs in time for its effective monitoring and functioning.
- l. A register or list of Contempt of Court Cases or Court Orders shall be maintained in order to watch the implementation of court directions. Such register or list shall be periodically inspected by the concerned authority who has assigned this task.
- m. Any other relevant/associated work assigned to the Legal Cell by the Department from time to time.

Application Form



Name			
Date of Birth			
Present Address		Permanent Address	
Phone No.			
e-mail ID			
Educational Qualification			
	Name of University	Percentage	Passing year
Additional Qualification			
	Name of University	Percentage	Passing year
Experience details			
Others			

Attachment: The self-attested photocopy of 1) 12th mark sheet 2) Graduation mark sheet, 3) Experience certificate if any & Post Graduation Certificate if any.