

GUIDELINES FOR APPOINTMENT OF LAW ASSOCIATES

1. Engagement of Law Associates: Government may appoint such number of Law Associates for each department of Secretariat, as may be required from time to time.
2. Competent Authority: The authority competent to engage the services of a person as Law Associate shall be the Secretary of the concerned department in the Government.
3. Age: A Candidate must not have attained the age of 30 years as on the last date fixed for submission of application.

4. Eligibility Criteria: A Candidate will be treated as eligible to be engaged as a Law Associate provided he/she satisfies the following criteria:

- (i) The Candidate should have acquired a Degree in Law from a reputed Law School or a recognized University, having studied a 5-year regular stream after completion of 10+2 years of schooling or who have studied regular 10+2 years of schooling followed by three years of regular curriculum in a degree course before taking a three years regular law degree.
- (ii) The candidate should have been enrolled in the Bar Council of Telangana, with not more than 4 years of standing at the Bar.
- (iii) The Candidate should not be pursuing any other course of study or pursuing any other profession or occupation, which may require them to be away from their place of work during the period of their engagement as Law Associate.
- (iv) The candidates should have the computer knowledge including retrieval of desired information from various search engines/processes, such as, Manupatra, SCC Online, LexisNexis, Westlaw etc.,

5. Period of Engagement of Law Associates:

- (i) The engagement as Law Associate will be normally for a period of three years from the date of engagement. However, subject to the approval of the Government, the period of engagement can be extended for a further period not exceeding two years.
- (ii) However, the engagement of any Law Associate may be discontinued even before the completion of three years, without notice if his/her services are found to be unsatisfactory.
- (iii) The Candidates should join as Law Associate within the period specified in their order of appointment. No request for extension of time for joining the assignment of Law Associate will be entertained under any circumstances.
- (iv) Law Associate shall not be treated or deemed to be an employee of the Government.
- (v) If a Law Associate desires to have the engagement terminated before the expiry of the period of engagement, he/she shall give an advance notice of duration of not less than one month to the Secretary to Government concerned.

6. Selection Process:

- (i) Selection for the engagement of Law Associates shall be made by way of notification inviting applications from willing and eligible candidates.
- (ii) Such applications shall be made in the form as prescribed in Annexure-I, and it should be accompanied by copies of documents, as enumerated therein.
- (iii) The Law Department shall be the Nodal Department for the purposes of issue of notification inviting applications, scrutiny of the applications received and other matters connected with the selection process.
- (iv) Eligible Candidates will have to appear for viva voce at Hyderabad at their own expenses on the date, time and venue to be intimated to them.
- (v) The selection shall be made by a committee nominated by the Chief Secretary
- (vi) The Selection shall be based on merit and the list of candidates selected by the Committee, shall be subject to the approval of the Government.
- (vii) The competent authority will engage the Law Associates from the list of approved candidates.

7. Duties and Responsibilities assigned to Law Associates: Law Associate shall assist the Secretary to Government in all Court and other legal matters which may include –

- (i) Process of all files pertaining to Court notices, interim and final orders of the Courts, preparation of counter affidavits, filing of appeals, filing of Special Leave Petitions, correspondence with Advocate General, Government Pleaders, Advocate-on-Record, Supreme Court etc.,
- (ii) Liaisoning with the Government Pleaders and the Office of the Advocate General/Additional Advocate General for the purpose of receiving instructions and submission of instructions in Court matters.
- (iii) To assist the Secretary in monitoring and reviewing of all pending cases, including preparation of case monitoring system.
- (iv) Attending to such other legal and Court matters, as may be referred to him by the Secretary to Government.

8. Record of Attendance of Law Associates:

All the Law Associates should mark their attendance in the Attendance Register maintained by the concerned Secretary to the Government

9. Leave Entitlement:

- (i) Law Associates shall be entitled to Casual Leave at the rate of one day for every completed month of assignment.
- (ii) They will be permitted to proceed on Casual Leave with prior intimation to the Secretary to Government whom they are attached.
- (iii) If, any Law Associates are found to be exceeding the permissible limit of 12 days of Casual Leave in a Calendar Year, necessary deductions will be made from their monthly Honorarium on pro-rata basis.

10. Honorarium:

- (i) Each Law Associate shall be paid a consolidated amount of Rs.60,000/- per month as Honorarium and Rs.15,000/- per month towards transport allowance.
- (ii) Law Associates shall not be entitled to any other allowances or perks.

11. Bar to Practice as Advocate or Taking up Employment:

Undertaking

- (i) The Law Associates during the currency of their engagement shall not be entitled to take up any employment, engagement of whatsoever nature either on full time or part time basis.
- (ii) Before taking up engagement as Law Associate, an undertaking not to take up practice as Advocate or any other employment during the term of engagement as Law Associate shall be given by the individual in the prescribed form annexed to these guidelines.

12. Conduct of Law Associate:

- (i) During the engagement, every Law Associate shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her.
- (ii) Similarly, during the period of engagement and at all times, the Law Associate shall maintain complete confidentiality regarding the work assigned to him/her by the Secretary to Government he/she shall maintain utmost confidentiality in respect of matters which come to his/her notice by virtue of such engagement and shall ensure that no information or document is leaked out because of his/her mishandling of papers or his/her deliberations with others, or any other manner.

Chief Secretary

UNDERTAKING

I, do hereby undertake and accept the following terms and conditions of my engagement as Law Associate.

- a) I have been engaged purely on contractual basis and no claim as an employee of the Government shall be made by me.
- b) My period of engagement can be terminated without any notice. I shall not give up my engagement as Law Associate without an advance notice of a duration of not less than one month.
- c) I shall not absent myself from duty without prior permission of the Secretary to Government to whom I am attached, subject to a maximum of fraction of 12 days per year, vis-à-vis my period of engagement.
- d) I shall not absent myself from duty without prior permission of the Secretary to Government. In case of absence due to sudden illness or some other unforeseen circumstances beyond control, I shall give intimation thereof to the Secretary to Government without delay. I understand that no honorarium will be paid for any unauthorized absence from duty as also for days exceeding permissible leave.
- e) I shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to me. I shall maintain utmost secrecy in respect of matters which come to my notice by virtue of the engagement and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or my deliberations with others, or in any manner.
- f) At all times i.e. even after the completion of the engagement, I shall maintain complete secrecy regarding the work assigned to me by the Secretary to the Government .
- g) I understand that I shall be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.
- h) I shall not practice as an Advocate in any court of Law during the course of engagement as Law Associate.

In addition, I do hereby affirm that I have carefully read the Guidelines for appointment of Law Associates of the Secretary to the Government of Telangana and have fully understood the provisions contained therein. I understand and do undertake that I am bound by the provisions contained in the above said guidelines and that I will abide by the provisions contained in it during the course of my engagement as Law Associate.

Signature _____

Name _____