



Government of India
Ministry of Textiles
Office of the Jute Commissioner
3rd MSO Building, CGO Complex, DF-Block,
E & F Wing, 4th Floor, Sector-I,
Salt Lake City, Kolkata – 700 064.

No. Jute(Admn.)/47/2017-Eng. of Law Officer.

Dated the 04th May, 2022.

CIRCULAR

The Office of the Jute Commissioner, Kolkata requires the services of 1(one) Law Officer on contract basis for one year initially and extendable upto a maximum 3rd year on yearly basis. The job description and eligibility criteria along with other details are given in Annexure – I.

Eligible candidates, having the above requirements, may apply (within 15 days from the date of the advertisement) to The Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4th Floor, DF Block, Sector –I, Salt Lake City, Kolkata – 700 064 in sealed cover super scribed “Engagement of Law Officer on contractual basis”.

(Kousik Chakraborty)

Dy. Jute Commissioner.

Tel: Office PBX – 2337-6973/6975/6979/6980. FAX: 2337-6972/6974.

Email-jcoffice@jutecomm.gov.in Web-www.jutecomm.gov.in

Annexure - I

1.	Post.	Law Officer
2.	Number of Post.	1 (one)
3.	Pay.	Rs.55,000/- (Fifty Five Thousand only) Consolidated. In case of extension consolidated Pay will be increased by 3% per annum over existing.
4.	Period of Posting	One Year, extendable up to a total of 3 years at a spell of 1 year each time. (On performance review basis and if requirement exists and as per the discretion of the Jute Commissioner depending upon other administrative functions).
5.	Employment Type	On Contractual basis.
6.	Eligibility	<ol style="list-style-type: none">1. A degree in Law from a recognized University in India.2. Must have been enrolled in Bar Council with validity as on date of application.
	Desirable.	At least ten years' experience in legal profession. Persons with work experience in government sector (especially Jute related cases) will be preferred.
7.	Job description.	<ol style="list-style-type: none">1. To regularly attend all ongoing court cases all over the country as and when required.2. To liaise with senior counsels for their appointments in court cases.3. To arrange and attend conferences with Govt. Counsel and departmental officers.4. To examine and study Writ Petitions and other legal documents and drafting of Petition, application, written statement or any other legal document as and when required.5. To brief senior Govt. Counsels.6. To keep track of court cases related to the office of the Jute Commissioner.7. To follow up legal matters with concerned authorities and departmental officials.8. Preparation of report & returns reply to legal matter.9. Any other related work assigned by higher authorities.10. Periodical updating of Court cases in

		the LIMBS portal.
8.	Transport Allowance on Tour	The selected Law Officer may be allowed TA/DA on official tour, if any, as decided by the competent authority.
9.	Leave of absence:	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
10.	Tax deduction at sources	The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
11.	Office time and working hours	Working hours shall be 9:45 A.M. to 6:15 P.M. during the working days including half an hour lunch break in between. The consultant can be called on Saturday/Sunday/other Gazetted holidays, if required.
12.	Guidelines for submission of application	The duly completed application in prescribed format should be submitted Office of the Jute Commissioner on or before 20 th May, 2022 Any application received after the due date will be rejected.
13.	Other	Office of the Jute Commissioner has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without assigning the reason therefore.
14.	Place of posting.	Kolkata, but will be liable to work anywhere in India.

BIO –DATA

APPLICATION FOR THE POST OF LEGAL OFFICER ON CONTACT BASIS IN
THE OFFICE OF THE JUTE COMMISSIONER,
GOVT. OF INDIA, MINISTRY OF TEXTIELS, KOLKATA.

Latest
coloured
passport size
photograph
of candidate
duly self
attested.

1.	Name and address in block letters.	:	
2.	Date of birth (in Christian Era). (Attached copy of Birth Certificate)	:	
3.	Educational Qualifications. (Attached education certificate self attested)	:	
	Experience (Attached copy of experience certificate from employer specifying exact period of employment –self attested)	:	
4.	Father's Name	:	
5.	Gender	:	
6.	Nationality	:	