



Rajasthan State Legal Services Authority, Jaipur

SCHEME FOR ENGAGING LEGAL RESEARCHER **BY RLSA (AMENDMENT, 2021)**

1. Title:

The guidelines provided herein after shall be called "**Scheme for engaging Legal Researcher in Rajasthan State Legal Services Authority.**"

2. Definitions:

The words and expressions used herein have same meaning as that of contained in the Legal Services Authority Act, 1987 and the RLSA Regulation 1999 (as amended), unless there is anything repugnant in the subject or context –

- a) Legal Researcher means Legal Researcher or Law clerk engaged under this Scheme.
- b) Website means official website of Rajasthan State Legal Services Authority and Rajasthan High Court, as may be updated from time to time. (At present it is www.rlsa.gov.in)
- c) Recognized University/ College/ Institution shall mean Universities Colleges/ Institutions established by law in India.

3. Terms and nature of engagement:

- a) Legal Researcher shall be engaged on purely temporary and contractual basis for a term of two years but initial engagement will be made for six months, subject to his/her performance to the satisfaction of Rajasthan State Legal Services Authority, the term may be extended. After successful completion of two year term, a further extension for a period of one year may be given to deserving cases.
- b) The engagement as above, shall not entail person concerned to claim any kind of benefit including regular appointment.
- c) Premature discharge of the engagement given to Legal Researcher without any notice shall be lawful, provided that the Member Secretary, RLSA, makes such recommendation in writing to the Hon'ble Executive Chairman, RLSA.
- d) A Legal Researcher intending to leave engagement at premature stage shall be required to give prior notice of two months, or residuary term of engagement, whichever is less.



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- e) Legal Researcher shall not leave headquarter unauthorizedly and shall not remain absent from work, without prior approval; such unauthorized absence may entail premature termination of engagement without notice.

4. Duties of Legal Researcher:

Without adversely affecting generality of the work i.e. preparation of notes, schemes & reports, evaluation and compilation of study material inculcating latest Case Laws, Enactments, Bills, Articles, Research Papers, Factsheets, assisting & overseeing training & outreach activities etc. for the RLSA; the Legal Researcher shall perform following duties, under direct control of the Member Secretary of/and other Officer(s) of RLSA, subject to overall supervision of Hon'ble Executive Chairman, RLSA including its establishments:

- a) To prepare various reports, schemes and monitor progress of ongoing activities,
- b) To analyze, evaluate and research on various subjects of daily use, preparation of study material for seminars/ workshops, conferences and trainings etc.,
- c) To carry out research work on law and legal issues including various judgments of Hon'ble Supreme Court, Hon'ble High Courts and other forums,
- d) To assist in outreach & awareness activities,
- e) To assist in drafting agenda, meeting notes, concept notes and reports on schemes and Programmes,
- f) To supervise and conduct on field surveys and prepare analytical report with analysis of data,
- g) To work with the office of Hon'ble Executive Chairman, RLSA and providing day to day activities as per directions,
- h) To do such academic, administrative, research and other work as may be directed by the Rajasthan State Legal Services Authority.

5. Selection Process:

- a) Legal Researcher shall be selected by notifying requirement as and when the vacancy would arise. The proforma of abridged advertisement shall be as prescribed in **ANNX.-I**.



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- b) The abridged advertisement shall be published on the websites of Rajasthan State Legal Services Authority and Rajasthan High Court, as well as in newspaper(s) having wide circulation. Simultaneous to this process, the Registrars of Universities/Colleges/Institutions may also be intimated about the requirement, requesting to persuade and forward applications of willing candidate along with their recommendation.
- c) Applications will be invited from the willing candidates in prescribed proforma as contained in Application format with General Instructions for filling application **ANNX.-2**.
- d) Application Format, notice indicating last date of submission of application forms and intimation for appearing in screening or/and interview or any other process shall be published on the official website of Rajasthan State Legal Services Authority and Rajasthan High Court.
- e) Applications for engagement of Legal Researcher will be scrutinized by Rajasthan State Legal Services Authority, under directions of the Member Secretary, RLSA.
- f) The selection of Legal Researcher shall be made by Selection Committee constituted by the Hon'ble Executive Chairman, Rajasthan State Legal Services Authority.
- g) If required by the Selection Committee, shortlisting of the applications may also be done on the basis of research achievements, academic career and computer skills of incumbents or any other criteria, as per approval by Hon'ble Executive Chairman, RLSA.
- h) The Selection Committee shall assess the suitability of applicants after screening or/and interviewing the candidates or by any other process, considering their research/ academic record as well as language communication and computer skills.
- i) Selected candidates shall be intimated personally and the list shall be published on the official website of Rajasthan State Legal Services Authority and Rajasthan High court.
- j) The selected candidate shall be given a 'Letter of Offer' before commencement of his/her engagement as Legal Researcher in prescribed format **ANNX.-3**.



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6. Age and Nationality:

- a) A candidate must not have attained the age of 33 years on 1st January preceding the last date fixed for submission of the application.
- b) Candidate must be a citizen of India.

7. Qualifications:

- a) *A candidate must be a fresh law graduate or post graduate in law from University/ College/ Institution established by law in India.*
- b) Any candidate appearing for final semester may also apply but he/she have to submit final result before the process of final selection including scrutiny or interview,
- c) The candidate must have research aptitude with good knowledge of research tools,
- d) The candidate must have working knowledge of computer with typing skills.

8. Disqualification:

- a) A candidate must not have more than one wedded spouse, nor should be married to such a person, who already had a living spouse at that time.
- b) A candidate should not be involved in any criminal case, either convicted or against whom criminal trial is pending.
- c) A candidate must not be debarred from exam or rusticated from any institute, authority or public service commission.
- d) A candidate must not be medically unfit.

9. Character:

A candidate must be a person of integrity, honesty and good moral character, for which he will submit certificate of two responsible persons (as mentioned in the application format), at the time of interview.

10. Honorarium:

- a) A fixed honorarium of ₹ 50,000/- per month without any dearness or other allowance/ perquisite, shall be payable to the Legal Researcher.
- b) Proportionate reduction of honorarium shall be made for unauthorized absence, so also for absence beyond permissible period of leave.



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11. Duty Hours, Attendance and Leave:

Legal Researcher is a full time work, with following conditions regarding duty hours, attendance and leave:

- a) The daily working hours shall be as per the calendar of Authority. However, as per work necessity He/ She may also be required to attend the office including residential office even on holidays.
- b) On the days of Seminars, Workshops, Conferences etc. the duty hours of Legal Researcher shall be as directed by the Rajasthan State Legal Services Authority.
- c) A Legal Researcher shall be entitled to one casual leave on completion of one calendar month, and un-availed casual leave will accumulate, up till calendar year. There will be no other leave of any nature whatsoever.
- d) The Member Secretary, Rajasthan State Legal Services Authority shall be competent authority to sanction his/ her leave.
- e) Rajasthan State Legal Services Authority shall maintain account of attendance and casual leave of the Legal Researcher, and will send its intimation on last working day of each calendar month to the Bill Section, for preparing bill of honorarium.

12. Conduct during and after term of engagement:

- a) Legal Researcher shall maintain devotion to duty, and high standard of moral during the term of engagement.
- b) He/ She will not disclose any fact which comes to his/her knowledge on account of such official attachment, during or after completion of term of engagement, unless such disclosure is legally required in discharge of lawful duties.
- c) The Legal Researcher will not accept any other engagement of any nature during term of engagement as Legal Researcher.
- d) He will not leave headquarter without seeking permission from the Member Secretary, Rajasthan State Legal Services Authority.
- e) He will not avail leave without getting it sanctioned; In case of emergency, he or she will immediately contact and convey to the Member Secretary or the Director, Rajasthan State Legal Services



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Authority, of his inability to attend office through mobile and WhatsApp message.

13.Undertaking:

Before taking over engagement, Legal Researcher shall submit an undertaking in format, as prescribed, before Member Secretary, Rajasthan State Legal Services Authority in **ANNX.-4**.

14.Certificate:

- a) On successful completion of term of engagement, a certificate by the Member Secretary, Rajasthan State Legal Services Authority, shall be issued, in form prescribed in **ANNX.-5**.
- b) If the engagement is terminated due to pre-mature discharge by the Authority, of due to voluntarily giving up engagement by Legal Researcher concerned, no such certificate shall be issued.

15.Publication of the Scheme

- a) The Scheme shall be uploaded on website.
- b) Intimation of inviting applications for engagement of Legal Researcher may be sent to the Registrars of all NLUs and other institutions/ Universities/ Colleges through Emails.
- c) The Scheme is approved by the Government of Rajasthan vide F.D. ID No. 332000302 dated 08.06.2020.

By Order

MEMBER SECRETARY

RSLSA, Jaipur

www.rlsa.gov.in