

ADVERTISEMENT

EMPLOYMENT UNDER ESR 2023 : LEGAL ASSISTANT

1. A Legal Assistant is to be employed at AWHO to perform the duties of Legal Assistant on contractual basis. The criteria is given in succeeding paras.
2. Essential and Desirable Qualitative Requirement are as under :-.

<u>Essential</u>	<u>Desirable</u>
(a) Law Graduate.	(a) Assist to prepare brief for counsel and interact with counsels for preparation of cases and attend hearing, if reqd.
(b) Assist in preparation of legal arguments and carryout research to support arguments	(b) Should have experience of 02 to 05 years as clerk preferably in a legal firm/ cell.
(c) Qualified in Computer function including all basic operations.	(c) Ex- Serviceman with experience in A Branch/ Legal cells preferable.
(d) Capable of maint legal database.	
(d) Function as part of existing team.	
(e) Medically fit. In case of ESM, Medical category upto SHAPE-II (less S factor).	
(f) Resident of Delhi/ NCR.	

3. **Age.** Maximum age as on 01 May 2024 : Below 55 Yrs for ESM.
: Below 45 Yrs for Civilian.
4. **Compensation.** Total consolidated compensation will be ₹ 36,250/- per month.
5. Candidates may send their application as per prescribed format available at AWHO website www.awhosena.in to Director (Administration), Army Welfare Housing Organisation, South Hutments, Rajaji Marg, Kashmir House, New Delhi- 110 011 (Tele :011 23017147) through post or e-mail (adm05@awhosena.org/diradm@awhosena.in), so as to reach this office latest by **10 Apr 2024**. Only shortlisted candidates will be called for interview. No TA/DA will be admissible.
6. Decision of HQ AWHO shall be final.