

**No.1/11/2011-RD(MGNREGA)/Pt.  
GOVERNMENT OF MANIPUR  
RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT**

**NOTIFICATION**

Imphal, the 9<sup>th</sup> October, 2012

Applications are invited in prescribed format from Law Graduates who are willing to be engaged as Officer-on-Special-Duty (Legal) in the Rural Development and Panchayati Raj Department, Government of Manipur on payment of remuneration @ Rs.13,700.00 per month as fixed by the Finance Department, Government of Manipur.

2. Terms of reference for engagement:
  - i. Advise Government on legal steps to be taken in connection with court cases involving schemes implemented by the Rural Development & Panchayati Raj Department, Government of Manipur and on service matters of employees.
  - ii. Assist in handling RTI applications and appeals
  - iii. Prepare comments on petitions and generate affidavits.
  - iv. Liaise with other departments/offices and district establishments in connection with court cases.
  - v. Draft laws, rules & regulations on various programmes & schemes.
  - vi. Any other responsibilities as may be assigned from time to time by the Rural Development & Panchayati Raj Department, Government of Manipur.
  
3. Essential Qualifications:
  - i. The age of the applicant should be 30 years or below as on 1.12.2012.
  - ii. The applicant should have scored a minimum of 55% in aggregate at BA / B.Sc. / B.Com / equivalent course from a UGC - recognized University. This is however exempted for applicants possessing a 5 years' Law Degree from a UGC-recognized University.
  - iii. The applicant should have scored a minimum of 50% marks in LLB.
  - iv. The applicant should have an experience of a minimum of 2 years of legal practice in any court in India.
  - v. The applicant should possess thorough knowledge of the Mahatma Gandhi National Rural Employment Guarantee Act and the rules and guidelines framed under the Act, Right to Information Act 2005, Manipur Panchayati Raj Act, 1994, its amendments and rules framed thereunder, Central Civil Services (Classification, Control and Appeal) Rules 1965 and other laws on service matters.
  - vi. The applicant should have working knowledge of Indira Awaas Yojana, Backward Regions Grant Fund, MPLADS, SGSY, NRLM and other rural development programmes.
  
4. Desirable qualifications:
  - i. Good academic record.
  - ii. Strong communication skills in English, both oral and written.
  - iii. Analytical and presentation skills with ability to generate a well written report, notes and briefs.
  - iv. Ability to link an act of commission or omission to a relevant legal provision.
  - v. Computer skills with good speed in latest versions of MS Word, MS Excel, Power Point and ability to use internet.

5. Duration
- i. Candidates selected will be engaged on contract basis in accordance with norms of Finance Department, Government of Manipur for a period of 1 year. This term can be extended for a period of one year or lesser at a time depending on the performance of the incumbent and need of the Rural Development & Panchayati Raj Department, Government of Manipur.
6. Interested candidates may send their CV in the enclosed application format (ANNEXURE A) accompanied by one copy each of the following documents duly attested by a gazetted government servant with legible seal of office:
- i. Matriculation Certificate as proof of age.
  - ii. Mark sheets of each year of B.A. / B.Sc. / B.Com. / equivalent degree / L.L.B.
  - iii. Degree certificates of Graduation / LLB
  - iv. Certificate of legal practice issued by a Senior Advocate or a Senior Colleague with an independent practice.
  - v. A short write-up of 120-150 words on how he/she can contribute to this department's handling of legal matters.

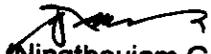
Incomplete application forms will be summarily rejected during scrutiny.

7. The applications enclosed in A4 size envelopes marked 'APPLICATION FOR ENGAGEMENT AS OFFICER-ON-SPECIAL-DUTY (LEGAL) IN THE RD&PR DEPARTMENT, GOVERNMENT OF MANIPUR' along with name & address of applicant should be submitted to following address by registered post/in person between 10am and 3pm on working days:

Shri Ningthoujam Geoffrey  
Joint Secretary (RD&PR)  
Room No.  
Old Secretariat (South Block)  
Babupara, Imphal – 795001, Manipur

The last date for receipt of such posts is 5pm of 29.10.2012. No applications received after this date will be entertained.

8. Shortlisted candidates will be called for an interview to be notified later.
9. Any attempt to use political influence in the selection process will invite instant disqualification and/or criminal proceedings.

  
(Ningthoujam Geoffrey)  
Joint Secretary (RD&PR)  
Government of Manipur

ANNEXURE A

**APPLICATION FORMAT FOR ENGAGEMENT AS OFFICER-ON-SPECIAL-DUTY (LEGAL) IN THE RD&PR DEPARTMENT, GOVERNMENT OF MANIPUR**

1. Name:
2. Father's name:
3. Date of birth:
4. Domicile:
5. Nationality:
6. Contact address (This will be the address to which all communications will be sent):
7. Present address:
8. Permanent address:
9. Contact telephone:
10. Email address:
11. Educational Qualifications:

S. No	Course	Subjects	School / Institute	University / Board	Year of passing	Marks obtained as percentage
1	Matriculation					
2	Intermediate					
3	Graduation (BA / B.Sc. / B.Com. / B.E. / equivalent degree)					
4	LLB					
5	5 year Law Course					
6	Any other(s)					

**12. Work experience:**

S. No.	Organization / Institute	Period		Nature of work	Supporting document enclosed, if any
		From	To		

(Signature of applicant)

Date:

Place: