

VACANCY NOTIFICATION	
Employer:	Ministry of Law & Justice.
Level of Post:	Group 'C'
Name of the Post:	Court Clerk
Salary range per month	PB-1, RS. 5200-20200/- with Grade Pay of Rs. 1900.
Nature of Job:	Typing out materials. Diarizing, Indexing and Recording. Routine court work such as marking cause lists, filing papers in the court, court fee stamps and its records. To attend court and watch the proceedings. To cater to the needs of the Law Officers/Counsels in finding out references in the Law Books. Processing and scrutinizing documents in the cases to be filed/defended in the courts. Correspondence with different Ministries/Departments for collecting information required in cases. Processing/rendering assistance in checking and payment of fee bills. Other important work relating to litigation work etc.
* No. of Vacancies (in figures):	35
* Qualification required: Essential/Desired	<p><u>Essential:</u> (a) 12th Class pass or equivalent from a recognized Board or equivalent; and (b) Ability to type with typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each work).</p> <p><u>Desirable Qualifications:</u> (a) Experience of at least two years in the office of an Advocate practicing before a High Court or the Supreme Court; and (b) Degree in Law from a recognized University.</p>
* Age range (in years):	Between 18 and 27 years. (Relaxable in accordance with the instructions or orders issued by the Central Government from time to time).
* Location of Job:	Delhi/Mumbai/Kolkata/Chennai/Bangalore.
Additional Benefits offered:	As per Government Norms.
Last date to received names:	06 Jun 2023.
<p>Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</p> <p>Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</p>	