

**LAW & PROSECUTION DEPARTMENT
CHANDIGARH ADMINISTRATION**

The Chandigarh Administration intends to fill up the 10 posts of Law Officers on contract basis against fixed salary of Rs. 50,000/- per month and invites applications from the willing candidates having educational qualification and experience as detailed below:

Educational and other Qualification	Essential	
	Qualification: i) Degree of Bachelor of Law from a recognized University/Institute. Note: ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH(12)/Pers. Trg.-2019/17927 dated 25.11.2019	Experience: i) Should be a qualified legal practitioner i.e. Advocate (within the meaning of the Advocates Act, 1961) who has practiced as such for atleast one year.

It is also made clear that the applications as received will be scrutinized and short-listed by the screening committee on the basis of higher qualification and experience. Possession of minimum qualification does not automatically entitle any candidate to be called for interview. Chandigarh Administration may apply strict norms, where applications are large, to shortlist candidates. Thereafter the shortlisted applicants will be called for interview. No TA/DA will be paid. The selected candidates will furnish undertaking that they will not claim for the regularization of their services.

Last date of receipt of Applications: 20.12.2025 up to 5:00 PM

- The list of eligible/ shortlisted applicants will be displayed on the official website of Chandigarh Administration (www.chandigarh.gov.in).

Application Procedure:

1. Application Form complete in all respects in the prescribed format, attached as **Annexure** alongwith Self Attested Photocopies of Certificates of all testimonials i.e. Qualification, experience, Mark Sheet, Date of Birth, Passport Size Photograph, duly signed by the applicant should be submitted to the Office of the Legal Remembrancer-cum-Director of Prosecution, 5th Floor, Chandigarh Administration, Secretariat on or before 20/12/2025 at 5:00 PM.
2. The competent authority reserves the right to cancel the selection process at any time, at any stage without assigning reason thereof.
3. The selected candidates will have no claim for appointment on regular basis by virtue of being appointed on Contractual basis.
4. The contract can be terminated without any notice by the competent authority, if at any time the conduct, performance and activities of the individual are found detrimental to the public interest.
5. The contractual Manpower shall be appointed after fulfilling the statutory requirements of antecedent verification.
6. Canvassing, in any form, will lead to disqualification of the candidate.

Home-cum-Law Secretary
Chandigarh Administration

Annexure

Application 01Format (To be filled in by the applicant for the post of the Law Officer on Contractual Basis)

1. Full Name (in BLOCK letters): _____
2. Father's/Husband's Name: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on 01.12.2025: ____ Years ____ Months ____ Days
5. Gender: ☐ Male ☐ Female ☐ Other
6. Correspondence Address: _____ Pin Code: _____
7. Permanent Address: _____ Pin Code: _____
8. Mobile Number: _____
9. Email ID: _____
10. Essential educational qualification(s) (Attach self-attested copies of relevant documents)
11. Enrolment No. _____
12. Experience: _____

Declaration: I hereby declare that the information & particulars furnished by me, as above are true, complete and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I also fully understand that if any of the information is found incomplete/incorrect/ false/ misleading, my candidature is liable to be cancelled at any stage before appointment and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof.

I also understand that my candidature will be considered subject to criteria/ conditions stipulated in the advertisement.

Date: _____

Place: _____

Signature of the Candidate: _____