

Directorate of Urban Local bodies, Haryana, Panchkula

PUBLICATION NOTICE FOR ENGAGEMENT OF LEGAL EXPERTS ON CONTRACT BASIS

Online applications are hereby invited from interested candidates for engagement of 55 Legal Experts in the municipalities or any other office of Urban Local Bodies Department in the State of Haryana on Contract Basis. The details of essential qualification, experience, remuneration etc. for such engagements are as under: -

| Name of the post | Number of Posts | Experience | Eligibility Criteria and Experience | Remuneration (in Rs.) |
|--|-----------------|---------------------|---|-----------------------|
| a | b | c | d | e |
| Legal Expert | 55 | (i) 0 to 3 years | L.L.B. from any National Law University in India. | 40,000/- |
| | | (ii) Above 03 years | L.L.B. from any recognized College/University in India. | 50,000/- |
| Preference in selection of both the above categories (i) & (ii) will be given to those candidates who have experience of working in various courts handling cases related to Government Organization(s). | | | | |

The evaluation criteria contains qualification, experience as well as written examination and marks for the same will be allotted as under: -

| | | |
|--|--|------------|
| Total Marks : 100 (Part – A and B) | | |
| Part-A [50 Marks] | | |
| Sr. No. | Details | Max. marks |
| 1 | Percentage of marks obtained in relevant basic qualification as mentioned in the engagement information notice x 0.25 | 25 |
| 2 | Master’s Degree in relevant field | 05 |
| 3 | Handling of Court cases related to any Government Organization(s). | 05 |
| 4 | Experience in relevant field (1 mark for each year over and above the minimum required experience and maximum up to 5 marks) | 05 |
| 5 | Publication of articles on legal matters in Journals, Newspapers, Social Media platforms, blogs etc. (2 marks for each article/blog) | 10 |
| TOTAL | | 50 |
| Note: The candidates obtaining at least 35 marks in Part-A will be shortlisted for written examination (Part-B). | | |
| Part - B [Written Examination (50 Marks)] | | |
| 1 | Written Examination Note: The candidates obtaining at least 35 marks in Part-B will be shortlisted for engagement list. | 50 |
| GRAND TOTAL (Part-A + Part-B) | | 100 |

- Note: - 1. The candidate securing minimum 35 marks each in Part-A and Part-B will be eligible for inclusion in the engagement list of Legal Experts. The final cut-off list for engagement will be prepared on the basis of total marks (70 marks and above) obtained by the candidates.
2. For checking the drafting skills of the candidates, 10 marks have been earmarked for publication of the articles in Journals, Newspapers, Social Media platforms, blogs etc. Further, these articles should have been published before the date of publication of the advertisement for engagement of the legal experts.

Tenure of Engagement: (1) The candidates who will be willing to work in any municipality or at any other office under the control of Urban Local Bodies Department in the State shall be engaged initially for a period of one year which may be further extended upto three years based on year to year satisfactory performance of the individual Expert.

(ii) The candidates will provide their choice for three places of posting.

(iii) Either party may terminate the engagement by giving a mandatory minimum of 30 days notice to each.

(iv) The contractual services will be liable for termination at any time before the expiry of the contract period on account of poor performance or misconduct or as per requirement, by serving 30 days' written notice.

Selection Procedure:

(1) The applications will be scrutinized at Directorate of Urban Local Bodies level by a Committee and candidates will be shortlisted based on merits.

(ii) The written test of shortlisted candidates will be conducted through a reputed Government agency, Government controlled agency or any institution selected by the department.

(iii) Preference will be given to the candidates having Doctor of Philosophy (PhD), Master's Degree or Toppers of Bachelor's Degree in the prescribed streams only.

(iv) The decision of the department will be final and no further correspondence will be entertained in this regard.

The interested and eligible candidates shall have to submit their applications online only on the link <https://ulbharyana.gov.in/recruitment> up to 31st July, 2025. No physical application shall be entertained for such engagement.

Further, all candidates are advised to visit the website of the Department <https://ulbharyana.gov.in/Home/RecruitmentDetails> regularly for updating themselves regarding date of test, result, date of interview and final selection of candidates.

Dated: 26th June, 2025

(Y.S. Gupta)
Additional Director
for Director General, Urban Local Bodies.
Haryana, Panchkula.

DETAILS OF DOCUMENTS TO BE ENCLOSED

1. Latest passport size colored photograph. Photograph must be a recent passport size colour photograph with light background and covering 80% of the candidate's face.
2. **Scanned copy of signature of the applicant as per specification given below: -**
 - a. The applicant has to sign on white paper with Black Ink pen. Please crop the portion of signature from the scanned document and upload it in the application form
 - b. The applicants must sign clearly so that the scanned image is clear and may be used for verification at a later stage.
3. Self-certified copy of the Detailed Marksheet Certificate/Degree qualification. However, the candidate having Marksheet/Degree qualification containing GPA/COPA shall upload both sides of his Marksheet/Degree qualification.
4. Self-certified copy of the experience certificate(s).

IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. Only online application submitted before the closing date will be accepted. Application form sent in any other form will not be entertained and deemed to be rejected.
2. The application complete in all respects will be accepted and application submitted without photograph/signature will be summarily rejected.
3. It is the responsibility of the applicant to ensure that all the details are successfully submitted online before the closing date. Department will not be responsible for any of the unforeseen circumstances.
4. Applicants, in their own interest, should check their eligibility for specific post before applying.
5. If any candidate submits fake documents/certificates and the same is observed at any stage of their engagement, strict legal action as per law will be initiated against such candidate which may include severing of their engagement.

SUBMISSION OF APPLICATION FORM

1. Applicant has to first register by entering the required details before filling the Online Application form. After successful registration, applicant will SIGN IN with his/her credentials.
2. Applicant can SIGN IN and start filling the application form.
3. On clicking the "Submit Application" button, a Unique Application Number will be generated.

URBAN LOCAL BODIES DEPARTMENT, HARYANA

There are 87 municipalities (11 Municipal Corporations, 23 Municipal Councils and 53 Municipal Committees) under the supervision of Urban Local Bodies Department in the State of Haryana. These municipalities are entrusted with the task of providing civic amenities to the urban population of the State.

Urban Local Bodies Department intends to engage 55 Legal Experts in the municipalities or other office of Urban Local Bodies Department across the State of Haryana, having requisite qualification & experience, on contract basis initially for a period of one year, further extendable to three years.

The detailed terms & conditions, selection criteria, remuneration and prescribed application form etc. can be viewed on the website of the Department i.e. <https://ulbharyana.gov.in/Home/RecruitmentDetails>. The interested candidates can apply online only on the link <https://ulbharyana.gov.in/recruitment> well before 31st July, 2025.

No physical applications will be entertained for such engagement.

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