

ELIGIBILITY CRITERIA:-

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| Qualification and Experience | |
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| Name of Post | Legal Assistant |
| Qualification | LLB with Graduation in any stream |
| Experience | Minimum 2 years experience out of which 1 year experience in any of the Court |
| Computer Efficiency | Should be able to work on computer |
| Emoluments | Rs.20,013/- per month (as per DC rates of Panchkula district) |
| Age | Between 25-35 as on 01.07.2019 |
| Job Profile | <ul style="list-style-type: none">. Handling of Departmental Court cases. Preparation & vetting of MOU's/contracts. Maintaining of record of Legal Division. Attending court proceedings. Liasioning with Advocate/other authority. Any other legal work assigned for time to time. |
| Nature of Job | Travelling across the Courts in the State of Haryana, Delhi and Chandigarh. |
| Application Fee | Demand Draft worth Rs.1,180/- in favour of Haryana State Electronics Development Corporation Ltd. payable at Chandigarh |

The interested candidates may submit their application in the prescribed format alongwith fee of Rs.1,180/- in shape of demand draft in favour of '**Haryana State Electronics Development Corporation Ltd.**' payable at Chandigarh to the O/o AGM(P&A), HARTRON Bhawan, Bays No.73-76, Sector-2, Panchkula upto 24.07.2019. Chairman, HARTRON reserves the right to increase or decrease or cancel the above position without assigning any reason.

The candidates are also advised to write on the top of envelop "**Application for the post of _____ on contract basis**".

**Chairman,
HARTRON**