



Plot No. 6, Phase-II,  
Vasant Kunj Institutional Area,  
New Delhi, dated 29/06/2021

- To
- i. The Secretary/Head of Department of All Ministries/Departments, Government of India
  - ii. Supreme Court of India,
  - iii. All High Courts of India
  - iv. National Green Tribunal
  - v. Central Administrative Tribunals
  - vi. National Human Rights Commission.

Subject:- Advertisement for Consultant (Court Master)-reg.

Sir,

I am directed to convey that Lokpal of India invites applications in the prescribed proforma (as per Annexure I enclosed with this advertisement) from the eligible retired officials (Court Master/ Court Master Level) retired from Supreme Court, High Courts etc. for filling up of the post of one **Court Master** on contractual basis in the Lokpal of India, New Delhi, as per details given below:-

1. Name of the Post	Consultant (Court Master) in Lokpal of India, New Delhi
2. Period of Consultancy	One Year or filling up the post on regular basis, whichever is earlier. The contract may further be extended depending upon the assessment of performance, mutual willingness and requirement of such engagement. The contract can be terminated by either side at any time, by giving one month's notice. The Lokpal of India can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3. Nature of Duties	The selected Consultants will be required to work as Court Master in the Lokpal of India and assist the office of Lokpal of India as needed.
4. Job Location	Plot No.6, Vasant Kunj Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 or any other places in the Office of Lokpal of India at Delhi/New Delhi.
5. Qualifications/ Essential Criteria	<ul style="list-style-type: none"> <li>Applicant should be a retired Court Master/ Court Master equivalent (in the pay Level-11) having an experience of working in Supreme Court/ High Courts with good health</li> </ul>

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	<p>and the age limit is 65 years.</p> <ul style="list-style-type: none"> <li>• Applicant must have an LLB degree.</li> <li>• Shorthand with a speed of 120 words per minute.</li> </ul>
6. Described Criteria	<p>Previous experience of working in the Supreme Court/ High Court or Tribunals etc.</p>
7. Remuneration & Entitlements	<ul style="list-style-type: none"> <li>• The monthly remuneration is equal to last pay drawn as regular employee minus pension as per extant rule of Government of India. No other allowance such as HRA, TA etc will be paid.</li> <li>• The employment will be strictly contractual, and will not confer any other benefits to the selected candidates.</li> <li>• Those selected are required to enter into a contract with the Lokpal of India in a prescribed format w.e.f. from the actual date of appointment as Consultant.</li> </ul>
8. How to apply	<ul style="list-style-type: none"> <li>• Interested applicants may submit application indicating their interest in working for the office of Lokpal of India at Annexure- I.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled <b>"Application for the Post of Consultant (Court Master) in the office of Lokpal of India"</b> and addressed to: <p style="text-align: center;"> <b>Deputy Secretary, Lokpal of India</b>  <b>Plot No.6, Vasant Kunj Institutional Area,</b>  <b>Phase-II, Vasant Kunj,</b>  <b>New Delhi-110070</b>  <b>Email : mkmishra@nic.in</b> </p> </li> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• References from past employers may be included.</li> <li>• The application should include the contract details of the candidate, including residential address, email ID and land line and mobile numbers.</li> <li>• Office of Lokpal of India will review the applications, and will short list candidates if considered suitable. <b>The short-listed candidates will be called for an interview/ personal interaction in the Lokpal of India.</b></li> <li>• The date, time and venue of the interview will be conveyed in the Interview call Letter.</li> <li>• Candidates will have to make their own arrangements to reach the place of interview.</li> <li>• No TA/DA will be payable by the Lokpal to attend the interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Lokpal on selection of candidates will be final.</li> </ul>

The last date for receiving applications is 31<sup>st</sup> July 2021. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

Yoursfaithfully,

Signature valid

Digitally signed by MANOJ KUMAR MISHRA  
Date: 2021.06.29 12:09:44 IST

**(Manoj Kumar Mishra)**  
Deputy Secretary Secretary  
☎ **011-26125025**

Copy for information to:-

1. PPS to Hon'ble Chairperson, Lokpal of India.
2. PPS to Hon'ble Member, Lokpal of India.
3. PPS to the Secretary, Lokpal of India.
4. Lokpal Division (for information and request for kind arrangement to upload on the website of DoP&T), DoP&T, North Block, New Delhi.
5. NIC for uploading on the website of Lokpal of India

APPLICATION PROFORMA FOR THE POST OF CONSULTANT (COURT  
MASTER)  
IN LOKPAL OF INDIA, NEW DELHI

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :
5. Mobile No. :
6. Email ID :
7. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of Duties performed

8. Details of course/training programmes attended, if any:
9. Language known :
10. Details of previous Consultancy, if any :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
12. Remarks, if any :

(Signature of candidate)  
Address:

Date: