

**GOVT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT OF POLICE
JALPAIGURI**

Memo No. 157 /Legal Cell, Jalpaiguri.

Dated: 29/07/2025

Employment Notification

Engagement of Senior Legal Consultants on contractual basis.

In modification to the earlier advertisement, applications are invited from eligible candidates for engagement as Senior Legal Consultants on contractual basis in Jalpaiguri District Police.

Details of the engagement:

1. Eligibility Criteria:

- i) Applicant must be a Law Graduate from any recognized University.
- ii) The applicant must possess a Degree of Law from a recognized university and be a registered legal practitioner.
- iii) Retired PP/APP and advocates who have served or are on government legal panels tendering legal advice in criminal matters may also apply.
- iv) Age Limit: The candidates should not be more than 64 years of age on the date of engagement.

2. Responsibilities (nature of job):

A) In matters where FIR has been registered

- 1. To tender legal advice to the Investigating Officers during:
 - (i) All stages of investigation i.e. from the registration of case to the filing of charge sheet.
 - The work will also include help in drafting legal papers. ii)
 - To provide legal advice in Bail matters and Misc. matters in various courts, including Hon'ble Supreme Court and High Courts.
- 2. To assist the IOs in drafting questionnaires for seeking opinions from experts, i.e. Doctors, Forensic Science Laboratories (CFSL & FSLs), etc.
- 3. To discuss and share case laws and prominent judgments of the Hon'ble High Court and Apex Court, respectively.
- 4. To assist the IOs in interpreting the laws, statutory rules and regulations and amendments thereof.
- 5. To advise the IOs in preparation of the Final form to ensure convictions.
- 6. To provide all guidance and assistance for ensuring conviction during trial of cases.

B) Miscellaneous Matters

- 1. To assist in preparing replies to notices received from various Commissions and statutory authorities.
- 2. To assist in making replies to writs/SLPs and other matters in the Hon'ble High Court/Supreme Court.

Note: The selected candidates, i.e. the Legal Consultant, shall render only legal advice to the Investigation officers of West Bengal Police at the Police Stations/Offices.

3. Other Terms and Conditions:

- i) The tenure of the consultants will be for one year, which may be renewed annually based on performance.
- ii) Termination of contract: One month's notice.

4. Consolidated Remuneration: Rs. 40,000/- per month

5. Number of post: 02 (Two)

How to Apply:

Interested candidates may submit their applications as per format in Annexure-I along with their bio-data, copies of educational certificates, experience certificates etc. to the following address or through e-mail: legalcelljpg@gmail.com.

Last date for receipt of applications: 30 Day's from the Publication of this notice.

Address for submission of Application:

The Office of Superintendent of Police,
Collectorate Avenue Jalpaiguri (WB), Pin-735101. (Near OC, Legal Cell, Jalpaiguri)

Note: Application received in response to the advertisement will be scrutinized and shortlisted candidates will be called for a personal interview. The Interview will be conducted by a three-Members Committee i.e. Superintendent of Police, an officer in the rank of Addl. Superintendent of Police and a Legal Adviser/ or any eminent Lawyer.

The undersigned reserves the right to reject any or all applications without assigning any reason.

Encl: Annexure-I

Sd/-

**Superintendent of Police
Jalpaiguri**

Annexure-I
APPLICATION FOR ENGAGEMENT AS SENIOR LEGAL CONSULTANTS ON
CONTRACTUAL BASIS

1.Name of Applicant (Block Letter):

2.Address:
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3.Contact No.:

4. Email ID:

PROFESSIONAL QUALIFICATIONS:

1.Degree in Law (LLB/LLM):

2.Enrolment No. with Bar Council:

3.Years of experience in legal practice:

DOCUMENTS ATTACHED:

1.Copy of LLB/LLM degree certificate

2.Enrolment certificate with Bar Council

3.Experience certificate(s)

4.Age proof certificate

5.Any other relevant document(s)

DECLARATION:

I hereby declare that the information provided by me is true and correct. I understand that any false information may lead to rejection of my application.

Signature:

Date:

Note:

Application along with supporting documents may be sent to the **Office of Superintendent of Police, Collectorate avenue, Jalpaiguri (WB), Pin-735101** or through e-mail by **28.08.2025**
(E-Mail: legalcelljpg@gmail.com)