



Government of India
Ministry of Finance
Department of Revenue
GST APPELLATE TRIBUNAL

PRINCIPAL BENCH, 6th Floor, Tower-1,
Jeevan Bharti Building, Connaught Place, New Delhi-110001

ADVERTISEMENT

Principal Bench, Goods and Services Tax Appellate Tribunal (GSTAT), New Delhi is looking to engage the services of 8 (Eight) Legal Researchers. The position is to be filled on contract basis for a period of one year extendable up to three years (at the sole discretion and approval of the competent authority). Details of the posts and terms & conditions for the engagements, eligibility, experience etc. are as under:-

1	Name of the Post	Legal Researcher
2	Number of Posts	8 (Eight)
3	Method of Recruitment	Short-term Contract
4	Period of Contract	1 Year extendable up to three years (at the sole discretion and approval of the competent authority)
5	Age Limit	Up-to 35 Years
6	Remuneration(Per Month)	Rs. 50,000/- (All inclusive)
7	Educational Qualification	Graduate in law from a duly recognized law school/college/university/institute established by law in India, with minimum 50% marks in graduation and eligible for enrolment as an Advocate with the Bar Council of India

For more details, refer to the advertisement published on website link

<https://www.naa.gov.in/>

GSTAT has the right to terminate the contract at any time without assigning any reason.

Applications are to be submitted in **Prescribed Proforma (Annexure-I)** by post only in closed envelope addressed to the **President, GSTAT, 6th Floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi-110001** on or before 21 days of publishing of this advertisement.

S/d-
Registrar, GSTAT
New Delhi



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F. No. GSTAT/15/HiringofContractualStaff/2025

Date: 09.09.2025

ENGAGEMENT NOTICE

ENGAGEMENT OF LEGAL RESEARCHERS ON CONTRACTUAL BASIS

Applications are invited from eligible Indian citizens for engagement as Legal Researchers (LRs) on a short-term contractual basis at the Principal Bench, Goods and Services Tax Appellate Tribunal (GSTAT), New Delhi, on a consolidated remuneration of Rs. 50000/- (Rupees Fifty Thousand only) per month for a period of one year extendable up to three years (at the sole discretion and approval of the competent authority) under the "Scheme for Engagement of Legal Researchers in the Principal Bench, GSTAT, New Delhi."

Application Process:

1. Applications must be submitted in the prescribed format (Annexure-I) by post only in a closed envelope, clearly mentioning on the envelope "**Application for appointment as Legal Researcher at Principal Bench, GSTAT**" addressed to the **President, GSTAT, 6th Floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi-110001**. The application should be received on or before 17th October, 2025 by 18:00 Hrs.
2. Applications which are incomplete, unsigned and received after prescribed date and time, shall be rejected summarily and no enquiry will be entertained in this regard.
3. For detailed eligibility, terms, and application format, refer to the "Scheme for Engagement of Legal Researchers in the Principal Bench, GSTAT, New Delhi" available at the official website <https://www.naa.gov.in/>

Note: GSTAT reserves the right to cancel or modify the recruitment process without assigning any reason.


Registrar, GSTAT
New Delhi

Copy to:

1. The System Admin (Pr. Bench, GSTAT) – for uploading on the official website.
2. All Hon'ble State Bar Councils – for circulation to the respective Bar Associations within their jurisdiction
3. The Registrar General of each Hon'ble High Court – for circulation to all the District Judges under their jurisdiction
4. Leading Law E-Journals (*Bar & Bench, Live Law*, etc.) – for circulation to all eligible applicants

**"Scheme for Engagement of Legal Researchers
in the Goods and Services Tax Appellate Tribunal (GSTAT),
Principal Bench, New Delhi**

1. **Title:**
This scheme shall be called "Scheme for Engagement of Legal Researchers in the Principal Bench, GSTAT, New Delhi".
2. **Entitlement for the Services of Law Researchers:**
Hon'ble President and each Member of the Principal Bench, GSTAT shall be entitled to have services of two Legal Researchers (hereinafter referred to as LRs).
3. **Eligibility Conditions:**
 - i. The candidate should be a graduate in law from a duly recognized law school/college/university/institute established by law in India, with minimum 50% marks in graduation and eligible for enrolment as an Advocate with the Bar Council of India.
 - ii. Final year students pursuing three/ five year degree in law will also be eligible to apply subject to furnishing proof of acquiring the law qualification at the time of interview/before taking up the engagement as LR.
 - iii. The candidate must have a good working knowledge of computers, including text and data processing and online legal research.
4. **Age and Nationality:**
 - i. Age of the candidate should not be more than 35 years as on the date of making application for LR. This requirement may, in appropriate cases, be relaxed by the President.
 - ii. The candidate must be a citizen of India.
5. **Disqualifications:**
 - i. A candidate must not be engaged, or appointed elsewhere on honorarium/payment basis on the date of joining.
 - ii. A candidate should not have been involved in any criminal case, whether pending or convicted, for an offence involving moral turpitude.
 - iii. A candidate must not be facing any disciplinary proceeding before the Bar Council of India and/or the Bar Council of the State concerned or any other authority.
6. **Terms and Nature of Engagement:**
 - i. LRs shall be engaged on **purely short term contractual basis** as determined by the Selection-Cum-Interview Committee for a period of one year extendable up to three years (at the sole discretion and approval of the competent authority) or till the retirement/cessation of office of the Hon'ble Member to which the LR is attached, whichever is earlier. However, in case of retirement of the Hon'ble Member, the empanelled LR may be engaged by another Hon'ble Member.

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- ii. The contractual engagement shall not confer upon the LR any right/claim for regular appointment or continuance in service beyond the actual period of engagement.
- iii. The LR may be prematurely discharged without any notice.
- iv. An LR Intending to prematurely leave the engagement shall be required to give at least one month prior notice in writing through Registry.

7. Remuneration:

An LR shall be paid a fixed monthly honorarium of Rs. 50,000/-. The LR shall not be entitled to any other allowance or perks.

8. Attendance and Leave:

- i. The LR shall be granted such casual leave of absence as may be approved by the Hon'ble Member with whom the LR is attached, subject to a maximum of fraction of 8 (eight) days per year, vis-à-vis the period of engagement. The LR should apply for and obtain leave in advance from the Hon'ble Member before proceeding on leave. In case of emergency, the LR will immediately convey to Registry and the Private Secretary to the Hon'ble Member concerned of the LR's inability to attend office.
- ii. No stipend shall be paid for unauthorized absence, as also for days of leave exceeding permissible leave.
- iii. The LR shall not proceed on leave without seeking prior permission from the Hon'ble Member concerned.
- iv. The Registry shall maintain a record of attendance of LR.

9. Experience Certificate:

- i. The LR will be issued an experience certificate as prescribed in Schedule-I on completion of a minimum period of one year of engagement, subject to the approval of the Hon'ble Member with whom the LR has worked.
- ii. If the engagement is terminated before completion of original term due to premature discharge by the Principal Bench, GSTAT or due to the LR voluntarily giving up the engagement, no such certificate shall be given unless the Hon'ble Member with whom the LR was attached directs otherwise.

10. Conduct during and after term of engagement:

- i. The LR shall maintain absolute devotion to duty and a high standard of morals during the term of engagement. The LR shall maintain the highest standard of integrity commensurate with the responsibilities entrusted to the LR. The LR shall maintain utmost secrecy in respect of matters which come to the LR's notice by virtue of the engagement, and shall ensure that no information, document or any other thing is disclosed, parted or disseminated with others, in any manner. The LR will not disclose any fact which comes to the LR's knowledge on account of such official attachment, even after completion of term of engagement, unless such disclosure is legally required in discharge of lawful duties.

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- ii. The LR will not accept any other assignment during the term of engagement as LR. The LR shall not practice as an Advocate in any Court of Law or Tribunal, or any other authority during the course of the engagement as LR.
- iii. The LR shall not appear before the Hon'ble Member to whom the LR has been attached for a minimum period of one year after the completion of engagement.
- iv. An LR, for a period of three years after the completion of the engagement, will not appear in a case handled by the Hon'ble Member to whom the LR has been attached, regardless of whether the LR worked on that case or not during the period that the LR worked with the Hon'ble Member.
- v. LRs will follow the dress code as provided under Chapter IV of Part VI of the Bar Council of India Rules.

11. Access available to a LR:

During the engagement, an LR will have access to the court room, and, at the discretion of the Hon'ble Member concerned, if necessary, the chamber of the Member, Library and the Residential Office of the Hon'ble Member.

12. Process and Method of Selection:

- i. The applications shall be submitted in the prescribed form (Annexure-I).
- ii. All applications may be made by the prospective candidates directly to the President, GSTAT to be routed through the Registry. All the candidates are required to submit application by post only in a closed envelope addressed to the President, GSTAT, at 6th floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi or any other official website, as may be stipulated by the President, on or before the date notified by the Registry of the Principal Bench.
- iii. An internal screening committee will be formed comprising of the following members for screening of the applications for the post of Legal Researchers:

- (1) Shri S. S. Shardool (Registrar, GSTAT),
- (2) Shri Siddhartha Gupta (Assistant Registrar, Pr. Bench, GSTAT),
- (3) Shri Vineet Kumar (Court Officer, Delhi State Bench, GSTAT).

Further, a Selection-cum-Interview committee will be constituted under the chairmanship of the Hon'ble President, GSTAT along with two members to be nominated by the President for the final selection of the suitable candidates for the said post. The Selection cum Interview Committee may, or may not, consider it necessary to call any of the applicants for interview or personal interaction, in its discretion.

- iv. The application and interview marks will have 40% and 60% weightage respectively.
- v. The final selection of the candidate will be done by the Selection cum Interview committee based on the total marks [based on application



and interview] awarded by the Members of the selection committee to the respective candidate.

13. Duties and Responsibilities:

An LR will be expected to render assistance to the Hon'ble Member not only in respect of judicial functions, but also in the administrative functions of the Hon'ble Member, as may be assigned to the LR.

14. Duty Hours:

The LR may be required to attend the office/ residential office of the Hon'ble Member to whom the LR is attached even on gazetted/local holidays. The duty hours shall be fixed by the Hon'ble Member concerned.

15. Undertaking:

Before joining as an LR, the selected candidate shall sign an undertaking as prescribed in Schedule-II.

16. Residuary Clause:

For anything not specifically covered by the above clauses, the decision thereon will be taken by the President, GSTAT.

NOTE: THIS SCHEME SHALL COME INTO FORCE FORTHWITH.

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Schedule-I

CERTIFICATE

This is to certify that Mr./Ms..... , Advocate (Enrolment No.....) has worked as an LR with Hon'ble of this Appellate Tribunal, w.e.f. to

MM DD YY

Registrar

Schedule-II

UNDERTAKING

I....., do hereby undertake that I have read and understood the scheme and will abide by the provisions contained in it during the course of my engagement as Law Researcher and also after expiry of term of the said appointment.

Signature.....

Name....."



Criteria for awarding marks

Application [40% weightage]-

Sl. No.	Criteria	Max. Marks	Marks Obtained
1	College/University	25	
2	Legal Experience	25	
3	Experience in GST	25	
4	Marks in Degree	25	
	Total Marks	100	

Interview [60% weightage]-

Sl. No.	Criteria	Max. Marks	Marks Obtained
1	Personality	25	
2	Communication Skills	25	
3	Legal Knowledge	25	
4	GST Knowledge	25	
	Total Marks	100	

Net Marks – $[40/100(\text{Application Marks}) + 60/100(\text{Interview Marks})]/100$

Handwritten signature

(Annexure-I)

Application Form for Engagement As Legal Researcher in Goods And Services Tax
Appellate Tribunal (GSTAT) Principal Bench, New Delhi

1. Full Name (in block letters): _____
2. Father's/Husband's Name: _____
3. Date of Birth (DD/MM/YYYY): _____
(Attach self-attested copy of birth certificate or equivalent)
4. Nationality: _____
5. Permanent Address: _____
6. Correspondence Address: _____
7. Contact Details:
 - a. Mobile Number: _____
 - b. Email ID: _____
8. Educational Qualifications: (Attach self-attested copies of mark sheets and degree certificates)
 1. Law Degree:
 - i. Name of College/University: _____
 - ii. Year of Passing: _____
 - iii. Percentage/CGPA: _____
 - b. Other Qualifications (if any): _____
9. Enrollment as Advocate (if applicable):
 - i. Bar Council Enrollment Number: _____
 - ii. Date of Enrollment: _____
(Attach self-attested copy of enrollment certificate)
10. Legal Experience (if any): (Provide details in chronological order, attach additional sheet if required)

Organization: _____
Duration: _____
Nature of Work: _____
From _____ to _____

Affix a self-attested recent (not older than 3 months) passport size photograph in white background

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Organization: _____
Duration: From _____ to _____
Nature of Work: _____

11. Experience in GST Matters (if any): (Provide details, attach additional sheet if required)
12. Computer Proficiency:
13. Knowledge of Online Legal Research Tools (e.g., SCC Online, Manupatra):
Yes/No
14. Details of Computer Skills: _____
15. Whether involved in any criminal case or disciplinary proceedings? (Yes/No)
If Yes, provide details: _____
16. Whether currently engaged/appointed elsewhere on honorarium/payment basis? (Yes/No) If Yes, provide details: _____
17. Any Other Relevant Information: _____

18. Declaration: I, _____, hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I have read and understood the "Scheme for Engagement of Legal Researchers in the Principal Bench, GSTAT, New Delhi" and agree to abide by its provisions. I understand that any false information may lead to disqualification or termination.

Date: _____

Place: _____

Signature: _____

Enclosures:

- a) Self-attested copy of birth certificate or equivalent
- b) Self-attested copies of educational certificates and mark sheets
- c) Self-attested copy of Bar Council enrollment certificate (if applicable)
- d) Experience certificates (if applicable)
- e) Any other relevant documents

Note: Applications must be submitted physically to the Principal Bench, GSTAT, at 6th Floor, Tower-1, Jeevan Bharti Building, Connaught Place, New Delhi, or through the official website as notified, on or before the specified deadline.