

ARBITRATION & CONCILIATION CENTRE – BENGALURU
(DOMESTIC & INTERNATIONAL)

An Initiative of the High Court of Karnataka

NOTIFICATION

No.ACK 23/2023 DATED 19.12.2023

SUB: Appointment of Research Assistants.

In order to encourage Law Professionals who have put in not less than 3 years' of practice as Advocates and to give them exposure to various facets of Arbitration Proceedings as a mode of Alternative Dispute Resolution, the proposal for appointing Research Assistants in the Arbitration & Conciliation Centre – Bengaluru to assist the Directorate and Arbitrators of the Centre, has been approved by the Hon'ble President of the Arbitration & Conciliation Centre – Bengaluru.

Accordingly, applications are invited from interested and eligible candidates for appointment to two (2) posts of Research Assistants on the following terms and conditions:-

- (1) The Research Assistant so chosen by the Board of Governors shall assist the Directorate and Arbitrators.
- (2) Research Assistant shall work under the supervision of the Directorate.
- (3) **The duties and responsibilities of Research Assistants are:-**
 - a. To process the records pertaining to each request for arbitration, received by the Centre, and recommend to the Director to initiate action in accordance with Rules of the Centre.
 - b. To compile all documents received pursuant to filing of a request, divide them into separate volumes and place them before the Director.
 - c. To assist the Arbitrators/Arbitral Tribunal in preparation of the case including preparation of case summary and notes and chronology of events.
 - d. To identify facts and issues and questions that may arise or may have to be addressed in the Arbitral Tribunal.

- e. To be present in the Arbitration Hall with prior permission of the Arbitrators during the hearing of cases, taking notes of arguments.
- f. To do Research Work on Case Laws, Books and Articles relating to Domestic and International Arbitration.
- g. To prepare Research Papers/News Letters on the subject relating to Arbitration from time to time as directed by the Board of Governors and Directorate.
- h. To attend the queries addressed by the public in the website of the Centre relating to Arbitration and Conciliation Centre with prior notice to the Director/Deputy Director.
- i. To collate and analyse the data of the Centre periodically.
- j. To maintain the website of the Centre and to update the contents/data as and when required as per guidance of the Directorate.

❖ **Terms and Service Conditions of Research Assistants are:-**

- a) The Assignment of the Research Assistant will be for a period of one year from the date of appointment, subject to renewal at the discretion of the Board of Governors of the Centre.
- b) During the period of assignment the Research Assistant will be paid a monthly honorarium of Rs.22,000/- (Rupees Twenty Two Thousand only).
- c) The assignment as Research Assistant is a full-time job. During the assignment, the Research Assistant will not be entitled to practice as Lawyer or to take up any other employment.
- d) The Research Assistant is liable to maintain utmost discipline and confidentiality at all times and shall not divulge any information related to the Arbitration Proceedings to the third parties.
- e) On satisfactory completion of the assignment only, the Research Assistants will be entitled to a Certificate issued by the Board of Governors, certifying the satisfactory completion of assignment as Research Assistants.

:: 3 ::

- f) The candidates furnishing false information will be recommended to be proscribed from practicing as an Advocate and the Karnataka Bar Council would take the final decision.
- g) If the selected candidate for the post of Research Assistant intends to quit the post, he/shall do so by giving two months intimation in advance failing which the remuneration/honorarium for one month would be withheld or would be recovered from the said person.
- h) The Research Assistant would be removed from the Centre, if found to act against the terms stated supra and/or on misbehaviour or unsuitability at the option of the Board of Governors.
- i) The Research Assistant shall maintain time discipline and shall attend office punctually.
- j) The Research Assistant is entitled for one day Casual leave for the work of each month.

❖ **Eligibility:**

Candidates holding a Degree in Law from a recognized University and enrolled as an advocate under the Advocates Act, 1961 and who has been in practice for not less than three years as on **31.01.2024** are eligible to apply. Applications of ineligible candidates will be summarily rejected without any notice.

❖ **Method of Selection:**

The President or the President and Board of Governors will select the Candidates on the basis of academic record, achievements in co-curricular activities and performance in the interview. If there is more number of applications, candidates will be short-listed for interview on the basis of academic record and achievements in co-curricular activities.

❖ **Documents to accompany the application:**

Candidates who are eligible and willing to apply should apply in the prescribed format mentioned below and the application should be accompanied with a passport size photograph of the applicant, self attested photocopies of the certificates to prove age, educational qualification, enrolment with the Karnataka State Bar Council and achievements in co-curricular activities.

❖ **Date of Interview:**

Date of interview will be announced later and intimated through e-mail only

❖ **Last date for submission of application:**

Applications along with necessary documents should reach the Director, Arbitration & Conciliation Centre – Bengaluru (Domestic & International), Khanija Bhavan, 3rd Floor, East Wing, No.49, Race Course Road, Bengaluru – 560 001 before **5 p.m. on 31.01.2024**. Applications received thereafter will not be considered. On top of the postal cover containing the application the following words shall be written: **“Application for Appointment of Research Assistants”**.

BY ORDER

Brun M
19/12/23
(M.BRUNGESH)

DIRECTOR

Director

Arbitration & Concillation Centre-Bengaluru
(High Court of Karnataka)
Bengaluru - 560 001

19/12/23

**FORM OF APPLICATION FOR APPOINTMENT TO THE POST
OF RESEARCH ASSISTANT
IN ARBITRATION & CONCILIATION CENTRE – BENGALURU
(DOMESTIC & INTERNATIONAL)**

(An initiative of the High Court of Karnataka)

NOTIFICATION No. ACK-23/2023 DATED 19.12.2023

To

**The Director
Arbitration & Conciliation Centre – Bengaluru
(Domestic & International)
III Floor, East Wing, Khanija Bhavan
No.49, Race Course Road
Bengaluru – 560 001.**

**AFFIX
PASSPORT
SIZE
PHOTO**

1	Name of the Applicant <i>(in block letters as in SSLC or equivalent certificate)</i>	
2	Name of the Father/Husband	
3	Gender	
4	Date of Birth <i>(as mentioned in the SSLC or equivalent certificate)</i>	
5	Age (in years)	
6	Permanent postal address	
7	Present postal address	

8	Telephone No. (Landline with STD Code)	
9	Mobile No.	
10	E-mail	
11	Date of Enrolment with Karnataka State Bar Council	
12	Enrolment Number	

EDUCATIONAL QUALIFICATION:

a) LL.B

13	Name of the University from where LL.B. degree is secured	
14	Year of Passing	
15	Percentage (Aggregate of all the years / semesters)	

16. MARKS SECURED IN LL.B

Semester / Year	Marks Secured	Maximum Marks	Semester	Marks Secured	Maximum Marks
I			VI		
II			VII		
III			VIII		
IV			IX		
V			X		
			Total of all Semesters		

17	Other Qualifications (If any):	
----	---------------------------------------	--

18	Achievements in LL.B., (shall be accompanied with relevant Certificates)
	1. 2.
19	Achievement in Co-curricular Activities (shall be accompanied with relevant Certificates)
	1. 2.

I do hereby solemnly and sincerely affirm that the statement made and the information furnished above is true to the best of my knowledge and belief. If any information furnished is false in material particulars, I realise that my candidature to the post of Research Assistant will be cancelled.

PLACE :

DATE :

SIGNATURE OF THE CANDIDATE

Instructions to the candidates:

1. Candidates shall see that the application is complete in all respects.
2. Copies of certificates that accompany the application shall be self attested.
3. The copies of certificates shall be placed in order along with the application as stated below:
 - a. Application
 - b. SSLC or equivalent Certificate
 - c. Enrolment Certificate
 - d. LL.B Marks Cards of all years/Semesters in ascending order
 - e. Convocation Certificate, if any
 - f. Certificates of other Educational Qualification, if any, as stated at Column No.17 of the application
 - g. Certificates of Achievement in LL.B to be placed in order as stated at Column No. 18 of the Application
 - h. Certificates of Achievement in Co-curricular activities to be placed in order as stated at Column No.19 of the Application
