

Haryana Real Estate Regulatory Authority, Panchkula

RECRUITMENT OF CONTRACTUAL LAW ASSOCIATES

Post Information:

Name of the Post:	Law Associate
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	04 (Gen.-1, SC-2 and BC-B-1)
Monthly Salary:	Rs. 40,000/- (consolidated)
Last date of receipt of application:	06.02.2026
Working Skills:	Computer/ IT literate (MS Office and Excel etc.)
Age:	18-42 years

Essential Qualification:

Candidate must be Law Graduate i.e., LLB (3 Years) or LLB (5 Years)

Age: 18-42 years.

Relaxation in age is permissible to the reserved category candidates (as per Government instructions issued from time to time).

Selection Criteria

- i) Selection will be made on the recommendations of the Selection Committee.
- ii) The applicants equal to five times the number of posts in each category would be called for personal interaction with the Selection Committee.
- iii) There would be a waiting list of the equivalent no. of posts for a period of one year. The candidates on waiting list can be considered for appointment against the vacancy caused due to non-joining or resigning of the selected candidates or due to exit of any of existing Law Associate.
- iv) Supporting Documents: Marksheets of Matric, 12th, Graduation, LLB (3 yrs.), LLB (5 yrs.) and LLM, ID Proof, Caste, Residential and Experience Certificates.
- v) Shortlisting shall be made on the basis of academic record of the applicants and the criteria adopted for working out the merit list as under :-

Criteria for shortlisting of candidates

The criteria to be adopted for working out the merit of the candidates on the basis of academic record is as under :-

Sr. No.	Exam Passed	Weightage / Points Allocated	Marks Calculation
1.	BA/B.Sc./B.Com. and LLB (3 Yrs.)	60 pts	<ul style="list-style-type: none">• Up to 44 marks = 0 pts.• Above 84 Marks = 60 pts.• 1.5 pt. for every mark above 44 up to 84
2.	LLB (5 Years)	60 pts.	<ul style="list-style-type: none">• Up to 44 marks = 0 pts.• Above 84 Marks = 60 pts.• 1.5 pt. for every mark above 44 up to 84
3.	LLM	10 pts.	<ul style="list-style-type: none">• Up to 44 marks = 0 pts.• Above 84 Marks = 10 pts.• 0.25 pt. for every mark above 44 up to 84
4.	Related Past Work Experience in the Legal Field	30 pts.	<ul style="list-style-type: none">• 1 to 2 Years = 10 pts.• 2+ to 3 Years = 20 pts.• 3+ Years = 30 pts.
	Total	100 pts.	

3. While scrutinizing the applications of LLB-3 years/ 5 year courses, it was observed that some of the Universities have awarded CGPA score. The multiplier factors for converting these scores ranges from 9 to 10, meaning thereby that in case the CGPA score of an applicant is 8.5 taking into consideration as 10 multiplier factor, his score shall be as 85%. While the universities like Panjab University, Kurukshetra University, MDU, Rohtak which are Semi-Government Institutions are awarding marks instead of CGPA, Universities like Punjabi University, Patiala, MMU, Mulana etc. are awarding CGPA in some cases and actual marks in other cases. The private universities like Lovely Professional University, Jalandhar, Symbiosis University, Noida, Bhagat Phool Singh University, Maharaj Agarsain University, University of Petroleum etc. are awarding CGPA score. Since, the conversion factor (9, 9.5 & 10) adopted by these universities seems to be on higher side, the applicants of the other universities like Panjab University, Kurukshetra University, MDU, Rohtak etc. are at disadvantageous position.

4. In order to have fair assessment, it is considered appropriate to moderate the marks of the applicants under CGPA score in LLB – 3 years/ 5 years by discounting their score with a common multiple factor separately, the detailed formula is as under:-

Formula for moderating the CGPA score

Marks obtained by converting CGPA score of the applicant shall be discounted by a common factor, this common factor shall be separately calculated for CGPA score obtained in LLB-3 years course and LLB-5 years course.

Common factor shall be calculated as under:-

- A. Average %age marks obtained by the applicants as per CGPA score (Total %age shall be divided by the number of candidates awarded with marks other than CGPA category).
- B. Average %age marks obtained by the applicants as per marksheets in case of other applicants (Total %age shall be divided by the number of candidates awarded with marks other than CGPA category).
- C. Discounting factor =
$$\frac{[A - B] \times 100}{A}$$

5. After moderating the CGPA score and on the basis of the criteria as mentioned in Para-2, a computer generated merit list will be prepared for each category.

Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format along with his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, LLB examination.
- The candidates applying for the reserved category post shall submit a self attested photocopy of his/ her caste certificate.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- Marks obtained in optional subjects shall not be considered for calculating percentage of marks
- This post is on contract basis initially for a period of one year which may be extended by the Authority subject to his/ her satisfactory performance.
- No TA/DA will be paid for attending the Interview.

APPLICATION FOR THE POST OF LAW ASSOCIATE**PHOTO**

(CATEGORY: _____)

Name	
Father's/ Husband's Name	
Date of Birth	
Gender	
Marital Status	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Graduation					
LLB-3 years					
LLB-5 years					
LLM					

Details of the post held and brief experience details:

Place:

Date:

(Signature)