

Thorough : E-mail/Whatsapp  
Nazarat Branch

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH-WEST)  
DWARKA COURTS, NEW DELHI.

No. 916 /Genl./LR/DWK/2025.

Dated: 24<sup>th</sup> January, 2025.

To

Sh. Sachin Chandra  
S/o Sh. Binod Kumar  
R/o H. NO. F-286, 1<sup>st</sup> Floor,  
F-Block, Vikaspuri, West Delhi-110058  
Contact No. : +91-9911383095  
E-mail : sachinchandra2000@gmail.com

**Sub.: Engagement as Law Researcher for District Judges (Commercial Courts) at District Courts, Dwarka, New Delhi.**

Madam,

I am pleased to inform you that you have been selected for the position of **Law Researcher** with the District Judges (Commercial Courts) of Dwarka District Courts, New Delhi, pursuant to the Guidelines for Engagement of Law Researchers for the District Judges (Commercial Courts) in Delhi, 2023.

You are requested to report to the office of the undersigned in the Administration Branch, Dwarka Courts on **28<sup>th</sup> January, 2025** at **01:00 PM** for completion of further formalities. The following terms and conditions will govern your engagement:

**1. Term of Engagement:**

You are being engaged for a period of **one year**, which may be extended for an additional term of one year based on the recommendation of the concerned District Judge (Commercial Court). Your engagement is purely contractual, and no claim for regular appointment or continuance beyond the specified period will be entertained.

**2. Duties and Responsibilities:**

You will assist the District Judge (Commercial Court) with both judicial and administrative tasks, as may be assigned from time to time. This may include legal research, drafting, assisting in case management, and any other duties as required by the Court.

**3. Remuneration:**

You will be entitled to a fixed honorarium of **₹50,000 per month**, or such revised amount as may be decided from time to time. No other allowances or perks will be provided.



#### 4. Attendance and Leave:

You will be required to adhere to the Court's working hours and may be called upon to perform duties beyond these hours at the discretion of the District Judge [Commercial Court]. You will be entitled to leave as per the guidelines, including:

- **12 days of casual leave** per year.
- **10 days of special casual leave** in June and **5 days during winter vacation**.
- **Medical leave** of up to 10 days in extreme cases, with half remuneration.

#### 5. Confidentiality and Conduct:

You are expected to maintain the highest standards of integrity and professionalism. Strict confidentiality must be observed with respect to any information you come across during your engagement. Failure to maintain professional conduct may result in premature termination.

**6. Termination of Engagement:** The engagement may be terminated at any time by the Office of the Principal District and Sessions Judge (South-West) without assigning any reason. Similarly, you may resign by giving **one month's notice**, or the notice period may be waived at the discretion of the Principal District and Sessions Judge in certain circumstances.

#### 7. Undertaking and Declaration:

Before joining, you are required to submit an undertaking, declaring adherence to the Guidelines and confirming that you do not have any disqualifications under Guideline No. 5 of the above-referred Guidelines.

You must confirm your acceptance of this offer and report at the scheduled time with the required documents. Failure to report on the specified date may result in cancellation of your engagement.

  
(MANU GOEL KHARB)

Additional Sessions Judge/Officer In-Charge,  
General Branch, O/o the Ld. Pr. D&SJ (S-W)  
Dwarka Courts, New Delhi.

Copy forwarded for information and necessary action to:

1. The Ld. Controlling Officer/HOO, Dwarka Courts.
2. The Ld. Officers Incharge/Branch Incharges/AAO of Administration/Accounts/Computer/Judicial/Library and Caretaking Branches, of Dwarka Courts, New Delhi.
3. The Principal District & Sessions Judges' Secretariat, Dwarka Courts, New Delhi.

  
(MANU GOEL KHARB)

Additional Sessions Judge/Officer In-Charge,  
General Branch, O/o the Ld. Pr. D&SJ (S-W)  
Dwarka Courts, New Delhi.