

# RECRUITMENT POLICY

---

## 1. Short title, extent and application

- a) These rules shall be called 'Recruitment Policy' and shall govern the recruitment processes in Dr. Ram Manohar Lohiya National Law University, Lucknow.
- b) It extends to all the batches of the University and shall have jurisdiction over any dispute arising from the previous rules.
- c) It shall override all the policies issued earlier and shall remain in force until further notice.

## 2. Definitions — In this Policy, unless the context otherwise requires, —

- a) “**Applicant**” means a student of the University who has taken part in a Recruitment Process.
- b) “**Absenteeism**” means an Applicant deliberately failing to attend an interview, test, group discussion, or any other criterion required by the Recruiter or IPC in the Recruitment Process.
- c) “**Chairperson**” means the Chairperson of the Internship and Placement Committee.
- d) “**External Offer**” means an Offer by an NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management and which has not taken part in the recruitment process of the University.
- e) “**Internship and Placement Committee (IPC)**” is a student body of the University, chaired by a faculty member or any other person as appointed by the Vice Chancellor of the University, to facilitate the process of Internship, Recruitment, Training, and Development.
- f) “**Offer**” means an offer of employment, assessment internship or training contract made by a Recruiter or any such offer as the IPC may stipulate.
- g) “**Penalty point**” means a disciplinary write up added to the record of the student as stipulated in this Policy.
- h) “**Recruitment Coordination Committee (RCC)**” is a student body of the University that works under the patronage of the Chairperson and aegis of the IPC to facilitate the recruitment process in the University.
- i) “**Recruitment Process**” means recruitment and placement process under this Policy, including application, shortlisting and selection process of the Applicants inter alia.

- j) “**Recruiter**” includes an NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management and that intends to take part in the Recruitment Process of the University.
- k) “**University**” means Dr. Ram Manohar Lohiya National Law University, Lucknow.

### **3. Application Process**

- a) A student willing to take part in a Recruitment Process, must communicate the same in writing or via email to the IPC, failing which, the student shall not be considered for the said Recruitment Process.
- b) The Applicants shall submit their *curriculum vitae* (CV) in the format specified by the IPC, which, upon submission shall be considered as complete and final for purpose of that Recruitment Process and no modification shall be allowed except with the prior permission of the Chairperson or the Recruiter, as the case may be.
- c) The Applicants shall be required to submit any other information as required by the Recruiter or IPC within the time-period specified.
- d) The CVs shall be sent to the Recruiter as per their requirements, if any, followed by the rank list.

### **4. Recruitment Process**

- a) Each student shall be allowed to apply only for three (3) recruitment processes.  
Provided that, the said upper limit may be increased only at the discretion of IPC or the Chairperson on case-by-case basis.
- b) The students who have completed a minimum of twenty (20) weeks of internship during the entire period of legal studies under an NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University shall stipulate, where law is practiced either in action or in dispute resolution or in management, shall be allowed to sit for the recruitment process.<sup>1</sup>
- c) An Applicant, who receives an Offer from a Recruiter, shall have the option to either accept or reject the said Offer within the time-period prescribed by that Recruiter or the IPC.

---

<sup>1</sup> Rule 25, Schedule III, Rules of Legal Education, 2008.

- d) An Applicant, who receives multiple offers, shall have the option to accept one of the multiple offers within the time-period prescribed by that Recruiter or the IPC. It shall be the sole responsibility of the Applicant to inform the other Recruiters, whose Offer the Applicant decides to reject, via email at the earliest, marking IPC as a recipient of the carbon-copy (cc) e-mail.
- e) An Applicant, who accepts an Offer or an External Offer, shall not be allowed to apply for any subsequent Recruitment Processes.
- f) Any student, who accepts an Offer or an External Offer, shall inform the IPC within forty-eight (48) hours of such acceptance.
- g) A student, who accepts any Offer or an External Offer, shall not be allowed to continue any subsequent internship, without the written permission of both the Recruiter and internship offeror.
- h) Any vacancy with the Recruiter, upon completion of the Recruitment Process, shall be filled by waitlisted applicants adopting the same procedure as above.
- i) The decision to prepare a waitlist shall be the sole discretion of the Recruiter.
- j) The waitlist specified under clause (i) of this section qualifies as a confidential information and shall not be disclosed.
- k) An applicant, who applies under the proviso of clause (a) of this section shall not be allowed to reject an Offer received under said Recruitment Process.
- l) In the recruitment process mentioned in clause (k) of this section, preference shall be given to those applicants who have not exhausted the limit mentioned in clause (a) of this section subject to clause (d) of Section 3.
- m) The IPC or RCC shall not be responsible for any technical errors faced by the Applicants.
- n) It shall be the sole responsibility of the students to keep track of the various announcements including notices, deadlines, subsequent updates and shortlists and adhere to the same. Deadlines will not be extended under any circumstances except by the IPC itself.

## 5. Disciplinary Procedure

- a) Applicants shall be awarded with penalty point(s) in their record file or penalty as per the grounds mentioned in **Schedule I**.

- b) Students with more than three (3) penalty points as per this Policy shall be debarred from all the future recruitment processes.
- c) Students, who are in default as per clause (c) of Section 7 of the **Internship Policy**, shall be debarred from the Recruitment Processes by default.
- d) The Applicants shall adhere to the behavioural norms expected from the students of the University.
- e) The Applicants shall attend the interview, test, group discussion or any other criterion required by the Recruiter in a formal attire, following reasonable standards.
- f) An Applicant, who is found in non-conformity with clause (d) and clause (e) of this section shall be debarred from that Recruitment Process and it shall be considered a case of absenteeism.

## **6. Grievances**

- a) Any dispute or grievance against the penal actions by the IPC or the RCC under this Policy shall be heard by the Chairperson or a faculty member or any other person as the Chairperson deems fit and the decision of the said authority shall be final and binding.
- b) Any dispute or matter not covered within this Policy shall be referred to the Chairperson and his decision shall be final and binding.
- c) The IPC reserves the right to amend any or all of these rules and is the sole authority in taking decisions pertaining to Recruitment Processes in the University. Any grievance must be brought up to the notice of the IPC for resolution.

## **SCHEDULE I**

<b>Grounds</b>	<b>Penalty Point(s) and Penalty</b>
(i) Delay in sending CV, questionnaire or any other information as required by recruiter or the IPC	One (1)
(ii) Any misrepresentation or falsification of information in the CV	Debarment from all future recruitment processes
(iii) First instance of absenteeism.	Two (2)
(iv) Second instance of absenteeism.	Debarment from all future recruitment processes
(v) Withdrawal of application after being shortlisted	Two (2)
(vi) Refusal under clause (k) of Section 4	Debarment from all future recruitment processes