

## Posts of Trainee Assistant Legal Officer - 2025

- Submit your online application **on or before 22<sup>nd</sup> February 2025**.
- *Application received through any other method, except this online procedure will not be entertained under any circumstances.*
- *Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect information will be rejected at any stage of recruitment without any further notice.*

### **Instructions to the candidates regarding the online application:**

1. Please read the vacancy advertisement carefully and those who **do not fulfill** the eligibility criteria mentioned therein as at the closing date are **advised not to apply**. Such applications will be rejected at any stage of recruitment without any further notice.
2. Register yourself first with a valid e-mail address and then login with your credentials, if you have not registered already.
3. The **Personal Tab, Qualification Tab, Experience Tab** and **General Tab** are **mandatory**. Therefore, you may skip the Achievements Tabs and keep blank.
4. Under the Qualification Tab, please select only the relevant Professional Qualification(s) and enter the no. of years of experience. Mark any one qualification as “Highest Qualification” before save the qualification tab.
5. Under the Experience Tab, please add experience(s) starting from present experience.
6. In the General Tab, please acknowledge the declaration by tick the check box before save it.
7. Please fill all the mandatory fields (marked as \*) under all tabs correctly and preview your application by click the “Apply” button before “Submit”, in order to verify the spelling and accuracy of the information you have entered.
8. In the Preview page, please choose your Preferred Communication Method at the bottom of the page before submit your application.
9. Keep the “*Application Reference Number*” for your future reference.
10. The candidate should be able to produce documentary evidence for the qualification(s) and experience, if selected for the interview. If he/she fails to provide the proof documents (original copy) at the time of verification of certificates, his/her application would be disqualified immediately and would not be allowed to face the interview, even his/her online application submitted successfully.
11. **Changes will not be permitted** after submission of the application.
12. If there is any difficulty in submitting the application online, please call and get an assistance on 011 220 5115/5117/5118 on working days between 08:15 am and 04:30 pm.