



Reg. No.: 5108/25

+91-9718648725

vachaspatinyaysansthantrust@gmail.com

E-2, UGF, Jangpura Extension,

New Delhi-110019

Date: February 01, 2026

Subject: Appointment as Para Legal Volunteer

Dear

Vachaspati Nyay Sansthan, a registered non-governmental organization and dedicated to legal aid, social justice, and rehabilitation services, is pleased to appoint you as **Para Legal Volunteer**.

Your professional credentials, standing at the Bar, and commitment to the cause of justice have been found suitable for empanelment with the Sansthan. This appointment is subject to the following terms and conditions:

Terms and Conditions:

1. **Scope of Engagement:** You shall undertake legal representation, drafting, research, and court appearances in matters assigned by the Sansthan from time to time, including cases before District Courts, High Court, Tribunals, and other judicial/quasi-judicial forums.
2. **Remuneration:** You shall be entitled to a fixed per appearance fee as mutually agreed and communicated to you separately. Payment shall be processed within seven (7) working days upon submission of invoice/bill along with appearance verification.
3. **Case Allocation:** Cases shall be assigned via official communication (email) with complete briefs, instructions, and timelines. Acceptance of each matter shall be at your discretion.
4. **Reporting Obligations:** Brief written updates post-appearance or as required shall be submitted for record-keeping and client reporting purposes.
5. **Tenure & Termination:** This engagement is effective until terminated by either party with fifteen (15) days' prior written notice.

Independent Contractor Status: This appointment does not constitute employer-employee relationship. You shall operate as an independent professional and remain responsible for your own tax liabilities and statutory. Kindly confirm your acceptance of this appointment by signing and returning the duplicate copy of this letter or by written confirmation via email to vachaspatinyaysansthantrust@gmail.com.

We look forward to a mutually beneficial professional association in advancing the cause of justice.

Yours sincerely,

For Vachaspati Nyay Sansthan

Prasanna, Advocate Secretary

Acceptance:

I, hereby, accept the appointment as Para Legal Volunteer with Vachaspati Nyay Sansthan on the terms and conditions stated above.

Signature:

Date:

Place: