

## **TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANT (LEGAL COORDINATION) ON CONTRACT**

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India invites application from Indian Nationals for engagement as Consultant (Legal Coordination) on full time basis for **a period of one year** on contract on consolidated remuneration basis. The term of contract may be extended for another year, if required. The Terms and Conditions of the engagement are as follows:

**1. Essential qualifications** - Applicants should be Graduate from a recognised University.

**2. Experience** – The applicant must have at least fifteen years of experience of working in legal / administrative / establishment related matters in Ministries / Departments / Autonomous bodies / Statutory bodies / Public Sector organisations of Govt. of India; out of which minimum ten years should be in supervisory level.

**3. Desirable** – The applicant should have thorough knowledge and understanding of Government rules and regulations, Indian legal systems & procedures including those for cases under Section 138 of NI Act, arbitration, execution of awards, etc. The applicant should also have knowledge of usage of computers, internet, email, etc.

### **4. Scope of Work**

- Follow up actions on more than 100 files where legal action is ongoing or recovery is constrained
- Preparation of draft notes for advocates
- Follow up of cheques not realised
- Monitoring / filing of affidavits, replies & implementation of various orders passed by the Courts / Arbitrators
- Coordinating / taking follow up actions in Court and Arbitration matters
- Monitoring of cases in various Courts
- Settlement of bills of Advocates & Arbitrators
- Follow up of unrealized TDA amounts
- All other legal related matters

It may be noted that the work would involve dealing with bulky old and current files, tracing and compiling old documents, preparing and putting up detailed notes / briefs/ draft documents, follow up, etc. Any other related work may also be assigned as and when required

### **5. Consolidated Remuneration**

The consultant will be paid consolidated remuneration in the range of Rs.40,000/- – Rs. 70,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA equivalent to his / her travel entitlements as per last Govt. service.

**6. Confidentiality & Conflict of Interest** – The Consultant (Legal Coordination) so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Consultant (Legal Coordination) shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

**7. Termination**

TIFAC or Consultant (Legal Coordination) may terminate the contract by giving one month's notice in writing to the other party without assigning any reason.

**8. Leave Entitlement**

The full time Consultant (Legal Coordination) shall be entitled leave of 2.5 days per completed month. The Consultant shall not draw any remuneration beyond their prescribed leave. Leave shall not be carried forward to the next year.

**9.** The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:

- i. Certificate evidencing award of degree (Graduation and Post graduation) as mentioned above.
- ii. PPO, LPC, etc. (as applicable)
- iii. Experience certificate
- iv. No objection / relieving letter from the Employer (if employed at present)

Any other document, if deemed necessary may be demanded by TIFAC during the shortlisting / selection / contract signing process.

**General Conditions:**

- i. The last date of receipt of applications (hard copy) in TIFAC would be 08<sup>th</sup> October 2018. The applications should be addressed to **“In-charge (Fin. & Admn.), Technology Information, Forecasting & Assessment Council (TIFAC), 1<sup>st</sup> Floor, A-Wing, Vishwakarma Bhawan, Shaheet Jeet Singh Marg, New Delhi – 110 016”**.
- ii. The envelope should be superscripted as **“Application for Consultant (Legal Coordination) in TIFAC”**.
- iii. The reckoning date for the criteria given above viz. qualification, experience, etc. would be 30<sup>th</sup> September, 2018.
- iv. The prescribed qualifications / experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- v. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- vi. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

**FORMAT FOR APPLICATION FOR ENGAGEMENT OF CONSULTANT (LEGAL COORDINATION)**

PHOTO

1. **Name of the Applicant** :
2. **Date of Birth** :
3. **Permanent Address** :
4. **Correspondence Address** :
5. **Contact No. (Mobile & Landline)** :
6. **Email ID** :
7. **Nationality** :
8. **Educational Qualification** :  
(Class 10<sup>th</sup> onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

9. **Professional Qualification** :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. **Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)**

Name of Organisation	Post held	Gross Emoluments	Period	Nature of Duties

11. **Emoluments last drawn (last basic pay, if working in Govt. service):**

12. **Any other information**

**Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.**

**Declaration**

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

**Date:**

**Place:**

**Signature:**