

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

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India is going to engage one Young Professional (Legal Coordination) on full time basis for a period of one year on contract on consolidated remuneration. The terms of contract may be extended for another one year. The Terms and Conditions of the engagement are as follows:

1. **Essential Qualification** – LLB degree from recognised University
2. **Desirable** –
  - (i) Minimum Two years professional experience of working in legal section in Ministries / Departments / Autonomous bodies / Statutory bodies / Public Sector organisations of Govt. of India / State Govt, reputed law firms, corporates etc.
  - (ii) The applicant should have thorough knowledge and understanding of Government rules and regulations, Indian legal systems & procedures including those of 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. Administrative experience will add value to the candidature.
3. **Age** – Not exceeding 32 years.
4. **Scope of Work**
  - Follow up actions on files where legal action is ongoing on or recovery is constrained
  - Preparation of draft notes for advocates
  - Follow up of cheques not realised
  - Monitoring / filing of affidavits, reply & implementation of the various orders passed by the Courts
  - Tracking of Court cases and taking follow up action in Court / Arbitration matters
  - Monitoring of cases in District Courts / High Courts etc.
  - Settlement of bills of Advocates & Arbitrations
  - All 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 Young Professional (Legal Coordination) will be paid Rs. 60,000/- p.m. (all inclusive). 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.

### 6. **Confidentiality & Conflict of Interest** –The Young Professional (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 Young Professional (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 Young Professional (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**

She / he shall be entitled to 2.5 day leave per completed month and shall not draw any remuneration beyond their prescribed leave. Leave shall not be carried forward to the next year.

9. **Full time** - She / he cannot undertake any other external assignments during his term of appointment in TIFAC.

10. The applicants along with application form needs to enclose the copies of the following documents, duly self attested as proof of their credentials:

- (i) Age proof
- (ii) Degree Certificate (Qualification Proof)
- (iii) Experience certificate from the employer
- (iv) No objection / relieving letter from their Employer (if employed)

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

11. **General Conditions:**

- i. The last date of receipt of applications in TIFAC would be 14th June, 2019.
- ii. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 01st June, 2019.
- iii. 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.
- iv. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- v. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

**FORMAT FOR APPLICATION FOR THE YOUNG PROFESSIONAL (Legal Coordination)**

**PHOTO**

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

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

11. Professional Qualification :

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

12. 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

13. Emoluments last drawn :  
(last basic pay, if Working in Govt. Service)

14. 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:**



