

## **Name of the Position: LEGAL CONSULTANT (on Contract)**

### **Essential Qualification:**

Any Graduate / Post Graduate with Degree in Law from a recognized University and minimum 25 years relevant post qualification experience in legal and service matters of Central Govt. employees.

### **Experience / Skill sets:**

- Thorough knowledge in Legal matters related to Civil & Service issues pertaining to Central Govt. and also knowledge in DoPT Guidelines, CCS (CCA) Rules and other rules and regulations pertaining to the Central Govt. Employees.
- Act as counsel in Court / Tribunal proceedings to handle cases on behalf of the Institute/ Conducting Departmental Enquires / Handling Vigilance matters / legal disputes.
- To offer the best legal advice in compliance with legal requirements / Consulting external lawyers on legal matters as and when necessary.
- Sound knowledge of Administrative regulations / Office procedures in Govt. / Semi Govt. / Autonomous bodies
- Hands-on experience in Legal procedures / Labour laws / Preparation of contract documents and agreements, etc.
- Fluency in written and oral English and Legal drafting skills.

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