

# NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Training

Government of India - Ministry of Skill Development and Entrepreneurship

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## WALK-IN-INTERVIEW

**Subject: Engagement/Hiring of services of Legal Consultant**

**Date of Walk-in-interview – 29<sup>th</sup> and 30<sup>th</sup> of January 2020 at 11:00 AM**

**National Instructional Media Institute** is desirous of hiring one **Legal Consultant** on contract basis for the period of **one year** to begin with. This period could be extended further based on the requirement. However, the performance of the consultant will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance.

1 The essential educational qualification and experience for the Legal Consultant are as follows :

- (i) Degree of L.L.B. or equivalent form a recognized university and/or Institute in India or abroad, recognized by the Bar Council of India.
- (ii) Qualified to be registered as an advocate in any State Bar Council/Bar Council of India terms of Advocate's Act, 1961.
- (iii)
  - a. At least **five years** of experience in Court of Law or expert in legal matters with sufficient experience working in Government Department having handled Court Cases.
  - b. Knowledge/experience in handling HR/Establishment matters in Central Govt / Central Autonomous body/PSU
- (iv) Retired government servant of the level of SO/US/DS fulfilling the above criteria may also apply.

2. The general terms and conditions of engagement are as listed below :

- (i) **Remuneration:** Rs. 50,000/- per month (Rupees Fifty thousand only) inclusive of all. Higher remuneration may be considered for the deserving candidates
- (ii) **Period of engagement:** The consultants will initially be engaged for a period of one year. The engagement can be extended or curtailed depending upon the performance/need of the Ministry.
- (iii) **Allowances:** No other allowance is admissible.
- (iv) **Posting:** The posting will be at NIMI, Chennai.

- (v) No other benefits will be admissible.
- (vi) NIMI reserves the right to terminate the services of the consultant without any prior notice if the performance is not found to be satisfactory.
- (vii) The Legal Consultant would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (viii) The Legal Consultant is expected to perform the following duties/functions :
  - a. Tender legal opinion on the issues Prepare para-wise comments on all OAs Writ Petitions, SLPs, PILs filed against NIMI and forward to the concerned Standing Counsel after approval of the Competent Authority, for drafting counter affidavit.
  - b. Scrutinise the counter affidavit received from Counsel with reference to the para wise comments.
  - c. Facilitate various HR/Establishment activities of NIMI/various project assigned to NIMI.
  - d. Perform any other work of a legal/HR/Establishment nature as may be entrusted from time to time.
  - e. Further, the Legal Consultant should be in sound health (both physically and mentally), should not be an accused officer in any pending inquiry and should be of impeccable integrity.

3. **Selection Procedure:** The engagement shall be purely on contract basis. The Legal Consultant shall be selected from the candidates appeared in Walk-in-interview. A Screening-cum-Selection Committee shall be constituted by NIMI for this purpose.

4. The interested candidates should submit the application as per the proforma in **Annexure-I** along with copies of educational qualification and experience certificates and mail to [chennai-nimi@nic.in](mailto:chennai-nimi@nic.in) on or before 28<sup>th</sup> Jan, 2020.

5. Further, he/she should submit an affidavit of **No Conflict of Interest** along with the necessary documents as mentioned in para 4.

6. Interested candidates should bring the following documents for attending the walk-in-interview

- a) 2 copies of passport size photographs
- b) Original and self-attested copies of educational certificates
- c) Original and self-attested copies of Caste certificate and Aadhar card
- d) Original and self-attested copies of Experience certificates

**APPLICATION PROFORMA FOR THE POST OF LEGAL CONSULTANT**

Paste Your  
Recent  
Passport size  
Photo here

Application for the post of (Please tick) :

Legal Consultant :

1. Name :

2. Date of Birth :

***(Kindly attach self-attested  
Copy of Matriculation certificates  
As DoB proof)***

3. Gender :

4. Educational Qualifications :  
***(kindly attach self-attested  
copies of certificates)***

5. Address :

6. Mobile No. :

7. E-mail ID :

8. Details of employment in chronological order if applicable.  
(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed