

## **Post: LEGAL CONSULTANT**

### **Essential Qualification:**

Any Graduate / Post Graduate, preferably in law from a recognized University with relevant post qualification experience.

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

- Sound knowledge of Administrative regulations / Office procedures in Govt. / Semi Govt. / Autonomous organization of Central Govt. / Hands-on experience in Legal procedures / Labour laws / Preparation of contract documents and agreements.
- 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. Employment.
- Act as counsel in Court / Tribunal proceedings to handle cases on behalf of the Institute/ Conducting Departmental Enquires / Handling Vigilance matters / Handling legal disputes.
- To offer the best legal advice that is in compliance with legal requirements / Consulting external lawyers on legal matters.
- Fluency in written and oral English and Legal drafting skills is mandatory.