



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

NITR/ES/2024/L/2191

23rd July, 2024

NOTICE

National Institute of Technology, Rourkela intends to engage one **CONSULTANT (LEGAL)** on contractual basis to assist and advise the Institute in undertaking different Legal activities and accordingly, the Institute invites applications from eligible candidates.

Eligibility:

- (i) Bachelor's Degree in Law, and
- (ii) Minimum 10 years' experience at bar dealing with Service/Civil/Criminal law related cases or a retired Central Govt./Central Autonomous Bodies/PSU Official having legal background and 10 years' experience in handling Court cases /Legal matter.

Preference will be given to the applicants having more relevant experience and having exposure in dealing matters on behalf of government organizations/educational Institute/University.

Duties and Responsibilities:

1. To provide opinions/legal advice on various legal aspect concerning this Institute.
2. To prepare draft of legal notices and their replies, pleadings and other legal documents pertaining to the Institute to be submitted before local Courts/Forums and other Authorities or Advocates.
3. Conveyancing and legal vetting of various tender documents, agreements, deeds, bonds, memorandums, pledges, and other legal documents, also prepare Standard Operating Procedure(s), guidelines and standard formats for such legal documents.
4. He will assist in preparation of draft rules/regulations/guidelines relating to the Institute.
5. He will be required to visit different courts whenever required to assist the officials on case matters.
6. He will examine the orders/judgements passed by different courts and advise the management for further course of action to be taken relating to the matter.
7. Perform such other duties of legal nature, which may be assigned to him/her by the Institute from time to time.
8. To visit the Institute at least two times in a week, one of which would be indispensably on Friday, and tender advice on any mater referred to him.
9. He will not disclose the official secrets in any manner and maintain absolute integrity.

Remuneration:

During Contract period, the incumbent will be paid consolidated remuneration of **Rs. 55,000/-** per month. Based on the performance, the consolidate remuneration may be considered for enhancement. During outstation work the TA/DA shall be provided as per Institute rule.

Terms and Conditions:

1. The candidate selected will be engaged purely on contractual basis initially for a period of one year w.e.f. the date of joining and will not confer any right for regular appointment to any permanent position at NIT, Rourkela. The consultancy period may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc. However, the maximum period of engagement will be for a period of three years.
2. The Institute reserves the right to terminate the engagement by serving 15 days' notice on the Consultant.
3. The employee shall abide the Institute Rule meant for the Contractual Appointment.

Mode of Selection:

Applications received in response to the Notice will be scrutinized and the shortlisted candidates will be called for a personal interaction and documents verification. No TA/DA will be paid for appearing for the personal interaction.

How to apply:

The interested candidates may send their Bio-data alongwith along with scan copies of their testimonials to Recruitment Cell through e-mail at establishment2@nitrkl.ac.in latest by **02/08/2024**. All Qualification, Experience and Age Limit will be recognized as on the date of notification.

The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / personal interaction.

sd/-
REGISTRAR