

**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 invites applications from Indian Nationals to engage one Young Professional (Legal Coordination) on full time contract and on consolidated remuneration (Professional fee) basis initially for a period of one year. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both. The Terms and Conditions of the engagement are as follows:

1. **Name of position:** Young Professional (Legal Coordination)

2. **Number of positions:** One (1)

3. **Method of recruitment:** Through online advertisement and interview

4. **Essential Qualification** – LLB degree from recognised University

5. **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.

6 **Age** – Not exceeding 32 years as on last date of submission of application

7. **Scope of Work**

- Follow up actions on files where legal action is ongoing or envisaged or where recovery from agencies 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.

8. **Consolidated Remuneration**

The Young Professional will be paid consolidated remuneration of Rs.60,000/- per month all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he/she is deputed for outstation travel, he/she would be paid TA/DA/local transport as admissible to Pay Level-10 of 7th CPC.

9. **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 engagement in TIFAC without prior permission of TIFAC in writing.

10. **Term of Contract** : The term of contract for Young Professional would be initially one year. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/ accepted, TIFAC or Young Professional may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.

11. **Leave Entitlement**

The Young Professional engaged as above will be on full time basis and shall be entitled to leave of 08 days in a year on pro-rata basis without any deduction in consolidated monthly remuneration.

12. 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)
- v. Any other document, if deemed necessary may be demanded by TIFAC during the short listing / selection / contract signing process.

13. **General Conditions:**

- a. The application form as per prescribed format complete in all respect along with all enclosures to be sent in hard copy addressed to In-charge (Finance & Admn.), TIFAC, AI Block, 5th Floor, Techonology Bhawan, New Mehrauli Road, New Delhi- 110016. Alternatively, application form along with scanned copies of all the documents may also be sent by email at **estbtifac@tifac.org.in**
- b. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be **25th May, 2022** i.e. the last date of submission of application.
- c. In case of online interview, the link for appearing in Online Interview (Virtually) will be provided to the candidates through their email id.
- d. 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.
- e. TIFAC reserves the right to relax the criteria (age limit, essential educational qualifications, experience etc.) and / or to restrict the number of candidates for interview to a reasonable limit.
- f. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.
- g. No TA/DA will be provided for appearing in the interview.
- h. Selected candidate will be required to join immediately.

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

PHOTO

1. Post applied for :
2. Name of the Candidate :
3. Date of Birth :
(age as on last date of submission
of application i.e. 25.05.2022)
4. Permanent Address :
5. Correspondence Address :
6. Contact No.(Mobile & Landline) :
7. Email ID :
8. Nationality :
9. Educational Qualification :
(Class 10th onwards)

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

10. Professional Qualification :

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

11. 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

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

13. 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:

