



मानव संसाधन विकास विभाग / HRD DEPARTMENT

Advt. No. OS/VAR/2022/012

Date: 23.05.2022

WALK-IN-INTERVIEW
on 30.05.2022 between 9.30 am to 11.30 am
FOR THE POST OF LEGAL OFFICER
ON CONTRACT THROUGH THIRD PARTY (OUTSOURCED)
 AT
VENUE: MAHAMANA PANDIT MADAN MOHAN MALAVIYA CANCER CENTRE,
SUNDER BAGIYA, BHU CAMPUS, VARANASI, UTTAR PRADESH -221005,
PHONE NO. 0542-2517699

Interested and eligible candidates may attend Walk-In-Interview for following posts on contract through third party. Candidates are required to carry Bio-Data, Recent Passport Size Photograph, Original documents of PAN Card, Aadhar Card, Experience Certificates, Education Certificates and One Set of Self-Attested Copies of All Certificates on given dates for attending Interview.

1.	Name of the Post	Legal Officer
2.	Period of engagement	On Contract Through Third Party
3.	Nature of engagement	The engagement will be purely on temporary basis and the Organization reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect
4.	Scope of Duties	<ul style="list-style-type: none"> Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/ Legislations pertaining to Service Division in this Department; Provide technical inputs on Memorandum of Understanding, RTI Matters, Disciplinary Cases etc. with respect to rules, policies and legislation pertaining to the Organization; Assist the Organization so that court cases as well as matters which require examination from a legal point of view can be done in a professional manner; Tender opinion in issues coming before the Organization; Vetting the draft affidavit prepared by the Department concerned before filing it in various judicial/ quasi-judicial forums in cases where the Organization has been made a respondent; Vetting the replies prepared on various Parliamentary questions; To work closely with different Departments of the Organization in order to provide a holistic opinion on legal matters; Scrutinize legal papers, documents and affidavits received in the Organization and offer comments; Maintain status report of all ongoing legal cases and to suitably alert the Officer concerned; Perform such other work of legal nature as may be entrusted from time to time.
5.	Eligibility (Qualification and Experience)	<ul style="list-style-type: none"> Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; Must have excellent written and oral communication and Interpersonal skills. Minimum 05 years' of relevant post qualification experience*. <p>*Deserving and bright candidates may be given relaxation in experience.</p>
6.	Fee of	<ul style="list-style-type: none"> Consolidated monthly remuneration will be in the range of Rs. 25,000/- to Rs. 30,000/- per month In addition, the miscellaneous expenses towards travelling, lodging & boarding will be reimbursed as per actuals, subject to the satisfaction of Competent Authority.
7.	Confidentiality clause	<ul style="list-style-type: none"> During the period of engagement with the Organization, the Legal Officer shall not divulge any information that he/ she may have come across during the period of his/ her engagement in the Organization to anyone who is not authorized to have the same. The Legal Officer shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/ her. The secrecy and confidentiality shall be maintained even after the termination of the contract.
8.	Conflict of interest	<ul style="list-style-type: none"> In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/ her duties are liable to be terminated/ discontinued without assigning any reason thereof.

The appointment is initially for a period of six months and extendable, if required.

PIYUSH TRIPATHI
DY. ADMINISTRATIVE OFFICER (HRD)