

NATIONAL RESEARCH DEVELOPMENT CORPORATION
20-22, Zamroodpur Community Centre, Kailash Colony Extn.,
New Delhi – 110 048

NRDC, a Public Sector Enterprise operating under the administrative control of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, New Delhi formed as Company having license under Section 8 of the Companies Act, 2013, for carrying out its main activities - technology transfer and providing technical and consultancy services to the industry requires to engage Asstt. Law Officer purely on long term contractual basis initially for a period of one year which may be extended on the basis of performance and need:-

Post, No. of vacancies, age limit & remuneration	Qualifications & Experience	Nature of Job
<p>Asstt Law Officer (One)</p> <p>Below 35 years</p> <p>Rs.40,000/-p.m. (Fixed)</p>	<p>Essential: LL.B. from a reputed University</p> <p>Desirable: PG Dip in IPR or Industrial & Labour Laws.</p> <p>Experience: 3-5 yrs experience in dealing with legal cases/ as practicing advocate in Court of Law. Proficiency in drafting legal documents and well versed in Mercantile Law, Arbitration Law, and Patents Law etc.</p>	<ul style="list-style-type: none"> - Monitoring all Court/Arbitration Cases filed for and against the Corporation; - Drafting/scrutinizing of all kinds of legal documents viz. License Agreements, MOUs/MOAs, deeds, contracts, bonds, guarantees, collaboration agreements, export documents, plaints, written statements, affidavits etc.; - Familiarization of Civil, Industrial, Commercial Criminal, Taxation, Labour, Property and IPR Laws; - Sound knowledge of latest decisions in Supreme Court and High Court cases, forthcoming legislations and amendments; - Dealing with Advocates/Solicitors' firms; - Compliance with statutory requirements under various acts; - Responsible for examining/preparing the reply of all court matters and vetting legal documents; - Conducting/appearing as legal representative of the Corporation in adjudication, arbitration, conciliation domestic enquiry proceedings before I.O. or judiciary in the pending litigation matters in

		<p>various courts of law/arbitrators etc.;</p> <ul style="list-style-type: none"> - Ensure review of orders/decrees/Awards passed by the Hon'ble Courts and execution of award in various courts in the country and also responsible to give legal opinion to challenge the same in the next higher court against the orders/judgements delivered by the lower courts; - Rendering legal opinions/advice in service matters/conduct and discipline; - providing legal advice and any other assignment as required from time to time;
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Terms & Conditions:-

1. The engagement will be purely temporary on contract.
2. The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
3. The persons engaged on contractual basis shall have to execute Secrecy agreement with the Corporation.
4. Age relaxation will be given for candidates belongs SC/ST/OBC as per Govt. of India rules / guidelines.
5. The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
6. Contract may be terminated at any time by giving one-month notice by either side.
7. The Corporation reserves right to amend/alter/change/modify any or all of the conditions if necessary or cancel the advertisement without assigning any reason thereof.
8. Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone Nu in the application form for easy contact.
9. The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
10. The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
11. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
12. The candidate is responsible for the correctness of the information provided in the application.
13. If it is found at a later date that any information given in the application is incorrect false, the candidature/appointment is liable to cancelled/terminated
14. Application format is given at Annexure-I

15. No TA will be paid to the candidates for appearing in the interview.

Please send your application alongwith self certified copies of the certificates/testimonials in support of qualifications and experience, etc., within 10 days from the publication of the advertisement by email at jobs@nrdc.in or by post to:

The Incharge (P&A)
NRDC, 20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
NEW DELHI-110048.

Annexure-I

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Kailash Colony Extension,
NEW DELHI-110048.

Brief Bio-Data

(To be filled and submitted along with the application)

Please attach
passport size
photograph

Post Applied for: _____
Discipline : _____

1 Name (in Block Letters) :

2 (a) Communication Address :
(In Block Letters)

(b) Permanent Address :
(In Block Letters)

i) Phone No.

ii) Mobile No.

iii) Email ID

3. Father's name :

4. Date of Birth :
(As per Matriculation Certificate)

5 Gender Male/Female :

6 Marital status Married / Single :

7. Religion :

8 Whether Reservation Category Belongs to : SC/ST/OBC/EWS/XSM/PH/GENERAL

9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Percentage of Marks	Year of passing	Examining Body/University	Remarks
Secondary (10 th) or its equivalent				
Sr. Secondary (12 th) or its equivalent				
Bachelor's Degree				
Master's Degree				
Others viz. M.Phil Ph.D etc.				
Diploma/P.G. Diploma 1. 2. 3.				

4.				
5.				

10. Professional Qualifications/Trainings, if any :

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

11. Experience:

(Starting from current position in descending order)

Name of Organization	Designation/ Post	Period From To	Salary Drawn	Brief detail of assignments

12. Research Experience/Industry/
Professional experience:
International/National

13. No. of Publications, if any

14. No. of Seminars/ Conferences
attended & brief details thereof

15. Award and Prizes (if any)

16. Extra curricular activities

17. Name of two references:-

1.Name _____
Designation _____
Address _____
Phone No. _____

2.Name _____
Designation _____
Address _____
Phone No. _____

Signature of the candidate

Place:

Date: