



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

(An Institute of National Importance under Ministry of HRD, Govt. of India)

No. AB/Estt/2018/1069

Dated: 26/09/2018

NOTICE FOR APPOINTING LEGAL ADVISOR

Expression of interest is invited from eligible advocates for appointment as Legal Advisor on contractual basis, with following details:

Qualification: 3 years or 5 years degree in law from a recognized University/Institute. Should be registered with the Bar Council of India or Bar Council of Madhya Pradesh.

Experience: Minimum 10 years' experience in practice of law. Preference will be given to those having experience of handling cases on service matters. Copies of Certificates/vakalatnama/appointment letter should be presented to substantiate the claimed experience.

Remuneration: Rs. 25000/- per month consolidated.

Appointment: initially for one year. Extension to be based on Institute requirement.

Age: not above 58 Years.

Scope of Work:

Engaged Advisor will be expected to provide following services to the Institute:

- (a) To provide consultation on matters of legal nature.
- (b) To provide formal legal opinions on various administrative/legal matters.
- (c) To provide legal advice on policy issues, support and guidance on any legal matters as desired by the Management.
- (d) To provide support for finalizing the strategies for dealing with Court cases of importance for the Institute.
- (e) To provide reply to legal notices received by the Institute.
- (f) To legally vet contracts/communications/documents etc.
- (g) To assist Director/top management whenever they are required to depose before any Commission/committee/judicial or quasi-judicial authority.
- (h) To be available for personal conference with authorities, as and when required. Keeping this in view, Bhopal based advocates will be given preference.
- (i) To provide such other services of legal nature as may be required by the Institute from time to time.

Interested professionals may provide their bio-data along-with supporting documents via e-mail to arest@manit.ac.in latest by 12th October 2018. Decision of Institute on selection will be final and binding.

Sd/-

REGISTRAR