

# **NATIONAL INSTITUTE OF TECHNOLOGY, CALICUT**

## **WALK IN INTERVIEW FOR THE POSITION OF LEGAL OFFICER ON CONTRACT BASIS**

**The Walk in Interview scheduled for the position of Legal Officer on Contract basis, which was originally scheduled on 3<sup>rd</sup> July, 2012 at 9.00 a.m., has now been postponed to Monday the 16<sup>th</sup> July, 2012.**

**Accordingly all interested candidates may appear for the walk in interview**

**On**

**Monday the 16<sup>th</sup> July, 2012**

**at 09.00 a.m.**

Registrar

# NATIONAL INSTITUTE OF TECHNOLOGY, CALICUT

Ref: NITC/P1/414/LO/2012

15<sup>th</sup> June, 2012

## LEGAL OFFICER ON CONTRACT BASIS

National Institute of Technology, Calicut is an Institution of national importance, established under NIT Act, 2007 and is fully funded by the Government of India, Ministry of Human Resource Development.

The institute is looking for a suitable professional to work as Legal Officer of the Institute on contract basis, initially for a period of one year, which can be extended from time to time, depending on the merit.

### Job Description

- Provide legal advisory and interpretation services to the management and Board of Governors (BoG) to ensure statutory compliance with existing law and regulatory requirements.
- Prepare legal opinion and advise the management on general issues that may arise from time to time.
- Provide advice on any litigation that concerns the Institute
- Provide legal advisory and interpretation services to the management on existing legal and regulatory requirements.
- Prepare policy papers and instruments, which have legal implications for consideration by appropriate authorities.
- Attend all other works related to office matters, follow-up and update management on court matters and attend court hearings, wherever necessary, for and on behalf of the Institute
- Liaison with the Standing Counsel of the Institute both at District Court and at High Court for the smooth conduct of litigation concerning the Institute
- Conduct legal compliance checks prior to disbursement of approved credit facilities to ensure that legal documents are in compliance with statutory requirements.
- Drafting of complaints, petitions, and counter arguments for matters in civil in nature.
- Preparing execution petitions and processing the same.
- Filing of suits in consumer forums and attending consumer forums on behalf of the Institute
- Liaisoning with Revenue authorities and Govt. Departments on behalf of the Institute
- Prepare MIS data of legal issues related to specific issues
- Prepare MIS data related to administrative and legal issues and report the same to the Director and Board of Governors
- Any other work as may be assigned by the Registrar/Director from time to time

### Desired Candidate Profile

- Any graduate with a Bachelors Degree in Law
- Preferably 3 to 5 years experience in legal practice in the District/ High Court
- Excellent verbal, analytical, organizational and written skills

Remuneration : upto ₹. 40,000/- p.m.

Interested candidates may walk in for the interview scheduled

at 9.00 AM on

~~3<sup>rd</sup> July, 2012~~ postponed to 16<sup>th</sup> July, 2012

at National Institute of Technology,

**NIT Campus P. O.,  
Calicut 673 601 Kerala**  
with full resume and all supporting certificates in original.