



**Government of India
Ministry of Textiles
Office of the Jute Commissioner
3rd MSO Building, CGO Complex, DF-Block,
E & F Wing, 4th Floor, Sector-I,
Salt Lake City, Kolkata – 700 064.**

No. Jute(T)-6/1/294/16

Dated, 23rd August 2016

NOTICE

The Office of the Jute Commissioner, Kolkata requires the services of one Legal Advisor and one Law Officer on contract basis for one year. The job description and eligibility criteria along with other details are given in Annexure – I and Annexure II.

Eligible candidates, having the above requirements, may apply (within 21 days from the date of notice) to The Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4th Floor, DF Block, Sector –I, Salt Lake City, Kolkata – 700 064 in sealed cover superscribed “Engagement of Legal Advisor/ Law Officer”.


23/8/16

(P K Biswas)
Asst Director(Tech)

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Annexure –I

1.	Name of Post.	Legal Advisor
2.	Number of Post.	1 (one)
3.	Pay.	Rs.50,000/- pm consolidated.
4.	Period of posting	One Year (on contractual basis)
4.	Eligibility	A degree in Law from a recognized University in India.
		At least twenty years' experience in legal profession, at least 10 years out of which should be in a senior position. Persons with work experience in government sector will be preferred. Retired persons may also apply.
5.	Job description.	<ol style="list-style-type: none"> 1. To examine and study Writ Petitions and other legal documents and prepare of Affidavits/ replies/ opinions/comments in consultation with departmental officers within the given time frame. 2. To brief senior Govt Counsels engaged and to attend conferences. 3. To attend hearings in the courtrooms in Kolkata or elsewhere in the country. 4. To follow up on legal matters with concerned authorities and departmental officials. 5. Any other related work assigned by higher authorities.
6.	Place of posting and place of duty.	Kolkata, but will be liable to work anywhere in India. TA/DA as per government rules will be provided.

Annexure –II

1.	Name of Post.	Law Officer
2.	Number of Post.	1 (one)
3.	Pay.	Rs.40,000/- pm consolidated.
4.	Period of posting	One Year (on contractual basis)
	Eligibility	A degree in Law from a recognized University in India.
		At least ten years' experience in legal profession. Persons with work experience in government sector will be preferred.
		Maximum age: 45 years
5.	Job description.	<ol style="list-style-type: none"> 1) To regularly attend all ongoing court cases all over the country. 2) To liaise with senior counsels for their appointments in court cases. 3) To arrange and attend conferences with Govt Counsel and departmental officers. 4) To examine and study Writ Petitions and other legal documents and assist in preparation of Affidavits/ replies/ comments. 5) To brief senior Govt Counsels and the Legal Advisor. 6) To keep track of court cases related to the office of the Jute Commissioner. 7) To follow up legal matters with concerned authorities and departmental officials 8) Any other related work assigned by higher authorities.
6.	Place of posting and place of duty.	Kolkata, but will be liable to work anywhere in India. TA/DA to be provided as per government rules.

BIO –DATA

APPLICATION FOR THE POST OF LEGAL ADVISOR/ LAW OFFICER ON CONTRACTBASIS IN THE OFFICE OF THE JUTE COMMISSIONER, GOVT. OF INDIA, MINISTRY OF TEXTILES, KOLKATA.

Recent
colour
passport size
photograph
of candidate
duly self
attested.

Name of the Post being applied for:

1.	Candidate's name and address in block letters.	:	
2.	Date of birth (in Christian Era). (Attach self attested copy of Birth Certificate)	:	
3.	Educational Qualifications. (Attached education certificates - self attested)	:	
	Experience: (Attach copy of experience certificate from employer specifying exact period of employment – self attested)	:	
4.	Father's Name	:	
5.	Gender	:	
6.	Nationality	:	

