

**Recruitment Rules and other conditions for engagement of
Legal Consultant (on contract Basis)**

Essential	<p>(i) Bachelor's Degree in Law or equivalent from a recognized University.</p> <p>(ii) Minimum 10 Years of Experience in handling court cases related to Govt. /Corporate organizations.</p> <p><u>Desirable:</u></p> <p>(i) Experience in dealing with Govt. Cases.</p> <p>(ii) A retired Govt. Servant having experience in handling Court cases related to Establishment / Academic / Administration / vigilance /procurement/disciplinary proceedings, in addition to other matters.</p> <p>(iii) Retired government officer of Indian Legal Service (ILS).</p> <p>(iv) Sound knowledge of drafting legal documents.</p>
Age	Not more than 65 years as on the closing date of the Advertisement / Notice.
Remuneration	Consolidated Pay Rs.75, 000 – 1, 00,000/- per month (Selection committee may be authorized to fix the pay commensurate with experience and qualification). No other allowances will be admissible. If Consultant is required to travel for appearing before the Tribunals/Courts, to the places other than Chennai, TA/DA will be paid.
Nature of Duties	<p>(i) Shall render full time assistance to Officer of IMU in preparation of replies, briefs to counter affidavits etc. May also be required to brief Senior Law Officers, Central Govt. Standing Counsels and Senior / Panel Advocates.</p> <p>(ii) To pursue legal matters of IMU and prepare draft reply.</p> <p>(iii) Legal vetting of University documents.</p> <p>(iv) Any other work that may be assigned by the Competent Authority</p>
Selection Procedure	Written test to assess candidates' ability to draft reply affidavit (Duration – 02 hrs.) followed by interview.

Terms and conditions:-

- i) The consultant having accepted the offer of engagement, shall enter into a contract, also having the confidentiality clause, with the IMU, detailing the terms and conditions of engagement, before being assigned any work.
- ii) The contract will be initially for a period of six months which may be extended by Competent Authority subject to the satisfactory performance and requirement.
- iii) The contract may be terminated by giving one month's notice by either side.
- iv) He / She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.
- v) Applications will be accepted in ONLINE mode only through IMU Website. No other mode of application will be accepted.
- vi) The Last date of submitting online application is **03-01-2022**.
- vii) The date of Interview will be announced on IMU Website. Also the candidates will be informed the same through Email communication.

Note: - IMU reserves the right to reject any application without assigning any reason.

IMU reserves the right to cancel the recruitment process without assigning any reason.
