

**Notification for engagement of Consultant / Legal on contractual basis in Zonal Office/
IRCTC/SCZ/Secunderabad**

Department	No. of Post	Level of Staff in Rlys/Govt.	Exp.	Profile
Consultant- Legal/ Zonal Office/ SCZ/ Secunderabad	1 (One)	<p align="center">Law Officers /Supervisory staff/ Chief Law Assistants/ Law Assistants retired from Railways/ Central Govt.</p> <p><i>Graduation in Law is essential</i></p> <p><i>Knowledge of working on computers is essential.</i></p>	3-5 yrs experience in relevant field	<ul style="list-style-type: none"> • Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Departments. • Providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of IRCTC including advice in arbitration matters, to firmly secure the interest of IRCTC, as required by the operational/ functional departments. • Assisting in preparation of replies, counter affidavit, miscellaneous petitions and caveat petitions in co-ordination with panel advocates. • Assisting in the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the operational departments. • Identifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc. • Preparing reply to the legal notices received. Monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts and other Law Officers of Railways etc • Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies. • Processing of various Fee Bills of advocates and settlements of fee etc., • Any other duty/task assigned from time to time.

- **Age:** Between 60 to 65 years.
- **Tenure:** Initially for a period of 06 months.
- **Remuneration:** Will be fixed as per extant guidelines.
- **The eligible candidates should submit their application by 31-03-2021 to
Group General Manager, Zonal Office, South Central Zone:
1st Floor, Oxford Plaza, S.D. Road, Secunderabad – 500003.
Email: teamhrscz@irctc.com**

**PROFORMA FOR SUBMISSION OF APPLICATION FOR ENGAGEMENT OF
CONSULTANT /LEGAL IN IRCTC/SCZ**

1	Name of Applicant:			
2	Present Address			
3	Land line/Mobile			
4	E Mail ID:			
5	Date of Birth			
6	Date of Retirement			
7	Professional/Technical/Educational Qualification: Copies to be attached.			
8	Aadhar Number:			
9	PAN Number:			
10	Last drawn Pay, Pay Scale & Grade held at the time of retirement			
11	Field of specialization & No of years of experience in the legal field			
12	Additional information, if any, which you would like to mention in support of your suitability for the consultancy assignment			
13	Discipline & Appeal cases/Vigilance Status: Any Departmental proceedings/Vigilance proceedings or any other case pending after retirement/at present against you? If yes, give the full particulars.			
14	Documents to be attached (Attested Copies) Copy of pension payment order (7th CPC) Service certificate Proof of Last pay/Pay Scale drawn			
15	Particulars of Experience			
	Name of Office/ Division/ Workshop last worked in Railways	Post Held & Scale of Pay drawn	Period From-To	Job Description/ Responsibility areas
A				
B				

The above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any information given above is found to be incorrect/incomplete or false.

Date:

Place:

(Signature)