



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest & Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

CONTRACTUAL APPOINTMENT OF LEGAL OFFICER
No. IIFM/PERS/A-69 (11)/ 2022

Applications are invited from eligible candidates for one (01) post of **Legal Officer** on contract basis as per the details given below:

Period of appointment: Initially for a period of one year and extendable further based on performance.

Emoluments: Rs. 45,000/- per month consolidated. No other allowances applicable.

Age : Preferably Below 45 years.

Qualification:

- Bachelor Degree in Law recognized by the Bar Council of India for the purpose of enrollment as Advocate with a minimum of 60% marks or equivalent with proficiency in Computer Applications.
- Atleast five years' experience as an Advocate or as a Law Officer in the Legal Department of an Institution / statutory corporation and/or legal associate/ legal consultancy in an Advocate's dealing in Govt. rules and regulations/CCS/ Drafting legal cases related to service matters etc. and having good knowledge in English/Hindi Language.
- The candidate would have thorough knowledge of criminal, service, administrative, labour laws and Departmental Enquiries and related works so as to discharge legal responsibilities effectively.
- Good legal and communication skills in Hindi and English language.

Duties and Responsibilities

- To handle all legal matters received in this office as and when required.
- To advice on all matters pertaining to Service, Administration, Departmental Enquiries and settled position of law.
- To pursue with the Govt. Pleaders for the speedy disposal of the pending cases in the court of Law.

- Prepare draft of affidavits and get approval of competent authorities and submit them in the prescribed time limit and monitor these cases constantly.
- Study the judgements given against the Govt. & take steps to file appeal in the matter.
- To prepare draft appeals in cases wherein it is found necessary and order so by the Competent authority in consultation with the Govt. pleader and monitor its progress till decision in the appeal.
- Any other legal matters assigned to be performed in the prescribed time limit.
- Assist in registering First Information Report in the Police stations.
- To ensure timely appointment of Office in Charge in different in legal cases.
- Any other judicial/quasi-judicial work assigned by CAO/Director.
- Any other work assigned by the Institute from time to time.

Last date of receiving application: 04th April, 2022

Mode of application: Candidates fulfilling the above requirements may visit our website www.iifm.ac.in/vacancies and submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/82> uploading self-attested scanned copy of the certificates/testimonials and a brief write-up on work and experience. **The online application will be available upto 04th April, 2022 ONLY.** Only shortlisted candidates will be called for further online interview. For any query regarding online submission process, mail to hr@iifm.ac.in.

Please note that this is a contractual position and has nothing to do with the permanent establishment of IIFM, Bhopal. Based on this position, any claim for regular appointment in IIFM will not be entertained.

Chief Administrative officer