



**INDIAN STATISTICAL INSTITUTE**  
**203, Barrackpore Trunk Road, Kolkata-700 108**  
(An Autonomous Institute funded by MoS&PI, Government of India)

Advertisement No. REC-12/2021-6, KOL

Date: 27.12.2021

Indian Statistical Institute invites applications for engaging one **Consultant (Legal)** on contract basis initially for a period of one year. The performance of the consultant will be reviewed after six months and the contract shall be extended or discontinued (as the case may be) depending on the performance and requirement of the Institute.

**The essential educational qualification and experience for the Consultant (Legal) is as follows:**

- Qualifications : **Essential:** (i) Degree of L.L.B or equivalent from a recognized university and/or Institute in India or abroad and recognized by the Bar Council of India. (ii) Qualified to be registered as an advocate in any State Bar Council/Bar Council of India in terms of Advocate's Act, 1961. (iii) At least ten years of experience of practicing in a Court of Law or expert in legal matters with having five years of experience of working in Government Department having handled Court Cases.  
**Desirable:** Knowledge in RTI, Patent and IPR related matters.
- Remuneration : Rupees 45,000/- to 55,000/- per month. No other benefit or allowances are admissible.
- Age : The maximum age limit for Consultant (Legal) shall be 62 years as on 1<sup>st</sup> December 2021.
- Period of engagement : The Consultant (Legal) will initially be engaged for a period of one year. The engagement can be extended or curtailed depending on the performance of the Consultant (Legal) or as per requirement of the Institute. He/she would attend office on all working days for at least three hours and should be available for advice/consultation as and when required even on other days /holidays and beyond office hours.
- Temporary Engagement : The engagement will be purely on temporary basis and it will confer no right for regularization/permanent appointment in any case.
- Supervision : The Consultant (Legal) will work under direct guidance and supervision of the In-Charge, Legal Cell of the Institute.

**THE GENERAL TERMS AND CONDITIONS OF ENGAGEMENT ARE AS LISTED BELOW:**

1. Leave: Paid leave of absence @1.5 days for each completed month of service. There will be no accumulation of leave beyond a calendar year.
2. The Consultant (Legal) will be based in Kolkata.
3. The Institute reserves the right to terminate the services of the Consultant (Legal) without any prior notice if the performance is not found to be satisfactory.
4. The Consultant (Legal) would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
5. **The Consultant (Legal) are expected to perform the following duties/functions:**
  - (a) Tender legal opinion on the issues coming before the Institute. Prepare para-wise comments on all OAs, Writ Petitions, SLPs, PILs filed against the Institute and forward to the concerned Standing Counsel after approval of the Competent Authority of the Institute for drafting counter affidavit. He/she should also advise on all the RTI matters pertaining to the Institute.
  - (b) Scrutinize the counter affidavit received from the Counsel with reference to the para wise comments.
  - (c) Perform such other work of legal nature as may be entrusted to him/her from time to time.
  - (d) Maintain a register of pending court cases in the Institute.
  - (e) Monitor the pending court cases.
  - (f) Vetting of the Contracts/NIT's or any other document which may have legal implications and MoU's to be executed by the Institute with other organizations.
  - (g) To present before the Court during the hearing.
  - (h) Further, the Consultant (Legal) should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity. A certificate from the appropriate authority may be required to be furnished.

**Selection Procedure:** The engagement shall be purely on contract basis. The Consultant (Legal) shall be selected by the Screening- cum-Selection Committee constituted by the Institute for this purpose. The decision of the Committee shall be final and binding.

The Institute holds the right to reject any application without furnishing any reason to the applicant whatsoever. Further, the applicants should submit an affidavit of **No Conflict of Interest** that their personal interests would not improperly influence their advice/consultancy in the exercise of their duties at Indian Statistical Institute.

Indian citizens meeting the following requirements may apply with the filled in application form which is attached herewith, along with relevant self-attested documents i.e., **Age proof, certificates of educational qualifications, Identity proof and Experience Certificate etc.** and send it to the email id: [hrdunit@isical.ac.in](mailto:hrdunit@isical.ac.in) on or before **14th January, 2022 (Friday)**. The candidates are advised to upload all the documents in separate pdf files only.

**Chief Executive (A&F)**

**APPLICATION FORMAT FOR CONSULTANT (LEGAL)**

**The Chief Executive (A&F)**

Indian Statistical Institute  
203, B.T. Road  
Kolkata – 700 108.

Please affix  
recent passport  
size photo.

- 1 Name in full (in block letters) : \_\_\_\_\_  
(Mr./Mrs./Miss)
- 2 Date of Birth (dd/mm/yyyy) : \_\_\_\_\_
- 3 Age as on 1<sup>st</sup> December, 2021 : \_\_\_\_\_
- 4 Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5 E-mail Address : \_\_\_\_\_
- 6 Contact Number : \_\_\_\_\_
- 7 Qualifications :

Sl. No.	Examination Passed	School/College/University	Year of Passing	Division/Grade	Special Subjects or field of Specialization

8. Previous employment details (in chronological order) Use separate sheet if needed.

Sl. No.	Name & Address of Employer	Designation	Period of Employment		Pay Details	Nature of Duties/ Job responsibilities
			Date of Joining	Date of Leaving		
1						
2						
3						
4						

9. Whether any penalty (major/minor) was imposed on you during the service : \_\_\_\_\_

10. Knowledge of Computer : \_\_\_\_\_

11. Any other relevant information : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Declaration:**

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/terminated.

**(FULL SIGNATURE OF THE APPLICANT)**

**Date :** .....

**Place:** .....