

Walk in Interview

Legal Advisor/ Consultant on Part-time (On contract Basis- Peri Software Solutions Pvt. Ltd.)

Date: - 14th July 2016

Timings at 10: 00 am

Venue:- 3rd floor, Administrative Meeting Room ,
PS building, ACTREC

Institute's profile & Scope of the work:-

Advanced Centre for Treatment, Research & Education in Cancer (ACTREC), Tata Memorial Centre, Sector-22, Kharghar, Navi Mumbai, is an autonomous body under the Administrative Control of Department of Atomic Energy, Govt of India,.

The scope of work at ACTREC includes - Legal Advise on Contract Labour Matters, Preparation of memorandum of understanding for scientific projects, contractual work and its obligations, Legal/Departmental proceedings, Coordinating with our Legal Cell, liasioning with Advocates with respect to documentation, liasioning with various Government Officials-of such as CIDCO, Gram Panchayats, Tehsil, Collector office, Navi Mumbai Municipal Corporation, Income Tax Department. Candidate should also be familiar with Scientific MoUs, RTI Acts, Contract and Labour Laws, Tax Laws (Income Tax, Service and VAT taxes), Women Harrassment Acts, Government Rules and able to advise on Disciplinary cases etc. The officials retired from Legal Dept of Govt. Organizations can also walk in for interview.

Qualification & Experience:-

Candidate with legal background i.e. a Degree of LL.B and should have around 05 -10 years of experience in the relevant field and should be willing to work on part time basis.

Working Hours:-

Once in a week for 7 hours per day (i.e. a total of 28 hrs per month excluding Saturday, Sunday and public holidays) from 9.30 a.m. to 4.30 p.m. and impart his expertise in the Legal/Departmental cases.

The candidate will also be called for urgent legal advice as and when required (not more than 1-2 extra days in a month). Candidate is also required to reply emails seeking Legal Advise by the Institute. No additional fees will be paid for these extra hours and for e-mail reply, if any. The charges for the same are included in the consolidated fees.

Fees:- Consolidated fees between Rs.15,000 to Rs.20,000/- per month.

Rs.2,000/- extra will be paid for attending court cases, if required.

Interested candidate may bring all originals and certified copies of the testimonials / qualifications etc. at the time of interview.

ACTREC has a right to disqualify any candidate/applicant found without proper testimonials etc.

Sd/-
Supervisor