



**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](http://www.iifm.ac.in), Tel No. 0755 2775716, 2773799

**Contractual Appointment of Legal Officer**  
**No. IIFM/PERS/A -69 (22)/ 2019 (07.05.2019)**

Applications are invited from eligible candidates for two post of Legal Officer on contract basis as per the details given below:

**Name of Post: Legal Officer**

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

**Emoluments:** Rs.30,000/- 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 on 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: 30<sup>th</sup> May 2019 5.00 PM.**

Candidates fulfilling the above requirements may submit their detailed CV, containing a brief write-up about their expertise, by **email ONLY** to HR Section of IIFM at [hr@iifm.ac.in](mailto:hr@iifm.ac.in) **on or before 5 PM 30<sup>th</sup> May 2019**. Only shortlisted candidates will be called for further interview at IIFM, Bhopal. No TA/DA will be given for attending the interview and candidates should make their own arrangements for travel, lodging and boarding.

Candidates may please note that this position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.

**Chief Administrative officer**