



F. No. 02-01/2025-NVS(Admn.) / 54

Dated: 29.01.2025

**NOTIFICATION**

Navodaya Vidyalaya Samiti, an autonomous organization under the Ministry of Education (Department of School Education & Literacy) invites applications for engagement of one (01) Legal Assistant purely on short term contract basis for its headquarters, Noida.

**2. QUALIFICATIONS:**

|   |           |   |
|---|-----------|---|
| 1 | Essential | a) Bachelor Degree in Law from a recognized University.<br>b) Three years' experience of handling legal cases in a Government Department / Autonomous Bodies/ PSUs. |
| 2 | Desirable | a) Working knowledge of Computer Operation<br>b) Working Knowledge of Hindi & English   |

**3. UPPER AGE LIMIT:** Upto 62 years as on 15<sup>th</sup> February, 2025

**4. REMUNERATION:** Rs. 35,400/- per month (Consolidated)

**5. CUT OFF DATE:** Cut-off date for determining various eligibility criteria (educations qualifications, age limit, experience etc) will be the last date for submission of applications i.e. 15.02.2025.

**5. TERMS & CONDITIONS:**

- The engagement will be purely on contractual basis and NVS reserves the right to terminate the same at any time without assigning any reason.
- The period of engagement would be initially for a period of one (01) year or till the joining of regular incumbent whichever is earlier. The period of engagement may be extended further depending on assessment of performance & requirement of work. Discretion of the Competent Authority shall be binding and final to this effect.
- In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he / she can do so by giving prior notice of 30 days' to the NVS.
- Candidate will be eligible for 01 day leave in a complete calendar month.

- v. During the period of engagement with the NVS, the contractual employee shall not divulge any information that he/ she may have come across during the period of his/ her engagement in the NVS to anyone who is not authorized to have the same.
- vi. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the NVS on any matter during the period of his/ her engagement with the NVS.
- vii. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/ her. The secrecy and confidentiality shall be maintained even after the termination of the contract.
- viii. The contractual personnel shall be expected to follow the general conduct rules and regulations laid down by the Government of India from time to time. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the organization where he/ she is engaged, his/ her duties are liable to be terminated/ discontinued without assigning any reason thereof.
- ix. The contractual employee shall endeavor to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/ exigencies. In case of leave or any exigency, the contractual personnel shall notify the NVS promptly.

#### **6. HOW TO APPLY:**

- (i) Eligible candidates may fill application form in given proforma (**Format-I**) giving complete details (**Annexure-A & B**) with recent photograph to the Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.)- 201309 by 15.02.2025 (i.e. Last date for submission of application).
- (ii) A scanned copy of application alongwith all requisite documents such as document in support of Date of Birth, Valid Identity proof of the candidate issued by Govt., Certificates regarding Educational/ Professional Qualification, Experience Certificate etc. must be sent (in pdf format only) through e-mail at [applications.nvs@gmail.com](mailto:applications.nvs@gmail.com) or or before last date i.e. 15.02.2025. List of documents are required to be enclosed is available at **Annexure-B**.
- (iii) Application in other than prescribed proforma (**Format-I**)/ incomplete application not received on or before closing date will be rejected without any intimation to candidate concerned.
- (iv) No fee is required to be paid by the candidates.

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**D. EXPERIENCE** (in chronological order) since joining service in Government Department /Organizations/ Private Practice at SC/HC/CAT: [Experience Certificate in prescribed format (Annexure-A) signed by a issuing authority to be enclosed].

| Post Held | Name of Organization | Basic Pay/ level/ Remuneration | Nature of Duties | Period |    |
|-----------|----------------------|--------------------------------|------------------|--------|----|
|           |                      |                                |                  | From   | To |
|           |                      |                                |                  |        |    |
|           |                      |                                |                  |        |    |
|           |                      |                                |                  |        |    |
|           |                      |                                |                  |        |    |

**DETAILS OF LAST EMPLOYER:**

1. Name of Department : \_\_\_\_\_
2. Place of posting with address : \_\_\_\_\_
3. Post Held : \_\_\_\_\_
4. Date of appointment on the post : \_\_\_\_\_
5. Pay Level of Post held by the Candidate : \_\_\_\_\_
6. Last Basic Pay as per 7<sup>th</sup> CPC Pay Matrix : \_\_\_\_\_
7. Nature of duties performed : \_\_\_\_\_  
: \_\_\_\_\_

**DECLARATION-**

I solemnly declare the statements and details given above in the application form are correct to the best of my knowledge and belief and no material fact is concealed by the undersigned. It is also hereby declared that no criminal case is pending against me as on today. In case, any of the details in the application form are found false at a later stage, my candidature / engagement may be cancelled/withdrawn without any intimation.

(Signature of the Candidate)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**EXPERIENCE CERTIFICATE**  
(in chronological order)

Name of candidate: \_\_\_\_\_

| Sl. No. | Post Held | Organization Name | Basic Pay/Level/Remuneration | Nature of Duties | Period |    |
|---------|-----------|-------------------|------------------------------|------------------|--------|----|
|         |           |                   |                              |                  | From   | To |
|         |           |                   |                              |                  |        |    |
|         |           |                   |                              |                  |        |    |
|         |           |                   |                              |                  |        |    |
|         |           |                   |                              |                  |        |    |

(Signature of issuing authority with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

**LIST OF DOCUMENTS TO BE ENCLOSED**

| S. No. | Description  | Indicate (Yes/No) |
|--------|--|-------------------|
| A)     | <b>Educational Qualifications</b>  |                   |
|        | 1. Matriculation Certificate (Class X Pass Certificate)<br>2. Class XII Pass Certificate<br>3. Certificate of other educational qualifications such as UG, PG, etc.<br>4. LLB / LLM Degree & Mark sheets<br>5. Registration at Bar Council |                   |
| B)     | <b>Document in support of Date of Birth.</b>   |                   |
| C)     | <b>Valid Identity proof of the candidate issued by Government (Aadhar/PAN Card)</b>  |                   |
| D)     | <b>Experience Certificate in the prescribed format (Annexure-A) for service rendered in the Govt./ Pvt. Organization started from latest one.</b>  |                   |
| E)     | <b>Copy of LPC and PPO should be enclosed by the retired Government servant.</b>   |                   |
| F)     | <b>Any other relevant documents in support of the candidature</b>  |                   |

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## SCOPE OF WORK

- a. Carry out continuous review & monitoring of the all court cases of 08 Regional Offices including the Court matters directly dealt by NVS, Hqrs.
- b. To apply applicability and interpretation of relevant rules & laws specifically to the service law and connected matter thereto.
- c. Provide Technical inputs on references made to the Department by other ministries / Departments with respect to rules, policies and legislation pertaining to the department as the case may be.
- d. To assist the concerned sections so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner.
- e. Tender opinion/ views on the issues emerging in the department.
- f. Prepare draft affidavits and provide other inputs in consultation with the concerned sections/regions.
- g. Vetting the draft affidavit prepared by the Section concerned / Regional Office before filing the same before the Court of law.
- h. Coordination with officer / officials of Regional Offices dealing / handling with the Court matters.
- i. Scrutinizing files, legal papers and documents related to the courts matters and further process the same on file for getting final approval of the competent authority.
- j. Regular Liaising with Government/ Pvt. Panel Counsel defending the court cases of NVS.
- k. Perform such other work of legal nature as may be entrusted from time to time.

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