



**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI – 620 015**

**F. No. NITT/R/RC/2019/TempLegalAsst/01**

**Date:26.07.2019**

**Walk-In Interview for Engagement of Temporary Legal Assistant**

Applications in the prescribed form (for Walk-in Interview) are invited from the Indian Nationals for filling up one post of Temporary Legal Assistant on purely contract basis for NIT Tiruchirappalli. The initial appointment is for a period for six months subject to renewal after every six months on the basis of the appraisal and recommendations by the Committee constituted for the purpose / Competent Authority.

<b>Post</b>	<b>Consolidated Salary</b>	<b>Minimum Qualification &amp; Experience</b>
Temporary Legal Assistant (01 Post)	Rs. 30,000/- to Rs. 40,000/- per month depending upon his/her educational qualification, experience and suitability for the post as judged and recommended by the selection committee	Graduate with five years of experience in a legal firm / qualified legal practitioner / advocate / Government Departments / Court / PSU as Legal Assistant / other related positions.
		Desirable: Graduate in Law from a recognised University as a regular course with five years of experience.

**Key responsibilities**

- a. Assisting and co-ordinating with various officials where legal opinion is required.
- b. Should be familiar with important judgments related to Educational Institutions.
- c. In- depth knowledge of Civil and Criminal Laws, Rules, Guidelines etc.,
- d. Preparing legal briefs, formulating strategies, liaison with Institute advocates / counsel / Court on various legal matters.
- e. Respond to any legal queries and validate responses drafted by the Officials of the Institute.
- f. Responsible for maintaining complete records for all the legal documentation(s) / File maintenance system.
- g. Vetting of MoUs / Agreements / Terms and Conditions etc., referred by the Institute.

**Required skill set:**

- a. Strong written and verbal communication skills in English / Tamil / Hindi.
- b. Should be familiar with basics of computer applications like Emails, Word, Excel, PowerPoint etc.,
- c. Ability to maintain confidentiality.
- d. Time management skills to plan, organize tasks, set priorities for responsibilities, multi-tasking skills, attention to details, utilization of organizational skills, ability to work independently as well as a team member.
- e. Support concerned officials of the Institute in legal activities.
- f. Self-driven / self-motivated, result-driven, planning and strong follow-up skills, down-to-earth approach in getting things done, willingness to work extra hours as per Essential need, passionate to work apart from present in the Institute in working hours.

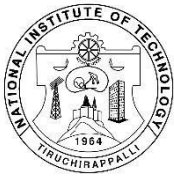
**General Instruction:**

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Duly filled in prescribed application form along with the supporting documents should be submitted during Walk-In-Interview at 09.00 a.m. on 07/08/2019 in the Senate Room, NIT, Tiruchirappalli.
3. Fulfilment of qualification and experience is an essential requirement. The Institute also reserves the right to shortlist the number of candidates and Selection criteria depending upon the number of applications received. The decision of the Selection Committee is final. Further, NIT Tiruchirappalli also reserves the right not to fill the post advertised, in the event or exigency so decided.
4. No TA/DA will be paid for attending Test / interview.
5. Please note that this is purely a temporary arrangement and appearance in the Written Test / Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment.
6. This post does not confer any right on the applicant to claim either continuous employment or permanency in future.
7. The engagement can be terminated with one-month notice in writing, either side.
8. Immediate joinee will be preferred.
9. Candidates attending the Walk-in Interview shall bring the following documents in original along with a set of self-attested copies of the originals, otherwise the candidature will not be considered for further selection process.
  - a. 10th standard and 10+2 Mark sheets
  - b. Degree Certificates
  - c. Degree Mark lists
  - d. Documentary evidences for experience
  - e. ID Proof (Aadhaar Card / Passport)
  - f. Documentary evidence for experience
  - g. Supporting documents for your claims in the application
10. Selected candidates will be intimated through the Institute website and email.
11. Canvassing in any form will lead to disqualification.

**Key Dates (Tentative):**

S. No	Details	Date
1.	Date of Advertisement	26.07.2019
2.	Date and Time of Walk in Interview	07.08.2019
		09:00 AM
3.	Tentative Joining Date.	09.08.2019

**Registrar**



**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI – 620 015**

**F. No. NITT/R/RC/2019/TempLegalAsst/01**

**Date:26.07.2019**

**Application for Recruitment of Temporary Legal Assistant**

1. Name :
2. Gender :
3. Father's Name/ Husband's name :
4. Date of Birth :
5. Community :  
(Make a  $\sqrt{\quad}$  in the appropriate box)
6. Marital Status :
7. Address for Communication :
8. Permanent Address :
9. Mobile No :
10. Email –Id :
11. Educational Qualification: (Starting from X Std.)

Affix Recent Passport Size Photograph
--

UR	OBC	SC	ST	PwD
----	-----	----	----	-----

S. No.	Course Completed	Name of the Institution	Class / Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

12. Other Qualifications:

- a.
- b.
- c.
- d.
- e.

13. Details of Experience (Chronological Order – if any)

<b>S. No.</b>	<b>Name of the Office / Institute and Designation</b>	<b>Nature of Job</b>	<b>Period of Service</b>	<b>Scale of pay / Band applicable</b>

14. Any other Information which the applicant may like to furnish: (Additional page may be included)

**Declaration:**

---

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge and belief.

Place:

Date:

**Signature of the applicant**