

दूरभाष/Phone :25367033/35/36/37/41
25366650,1800111150
ई-मेल/ E-mail : Admin@nmc.org.in
वेबसाइट/ Website : www.nmc.org.in

पॉकेट -14, सेक्टर-8, द्वारका,
फेस-1, नई दिल्ली-110077
Pocket- 14, Sector- 8, Dwarka,
Phase - 1, New Delhi-110077

राष्ट्रीय आयुर्विज्ञान आयोग
National Medical Commission
(Administration Section)

No. A-12034/03/2021/NMC/ADMIN

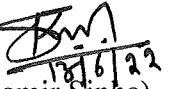
Dated: 13th June 2022

NOTIFICATION

Sub: Filling up post of Legal Officer at National Medical Commission on Contractual basis – reg

The undersigned is directed to say that National Medical Commission (NMC), a statutory body set up by an Act of Parliament (National Medical Commission Act, 2019), proposes to fill up the post of Legal Officer in its headquarters and its four Autonomous Boards at New Delhi. Applications are invited for hiring of Legal Officer on contractual basis for a period of three years (subject to annual performance review). The details of the post, qualifications and experience prescribed and other terms and conditions are as specified in the Annexures.

2. The eligible and desirous candidates may send their application and biodata along with self-attested copies of the ID proof, educational qualification certificates, experience certificates by the employer concerned and a self-attested copy of the Bar Council Registration certificate. Applications are to be sent to the Director (Admin), National Medical Commission, Pocket-14, Sector 8, Dwarka, Phase I, New Delhi-110077 so as to reach the Commission on or before 10th July 2022.
3. In case of any change in the notice, the same will be displayed on NMC website nmc.org.in and as such the interested officers are requested to visit the NMC website regularly. The shortlisted candidate will be called to appear for interview before a selection committee.
4. Applications received after the due date or otherwise found incomplete will not be considered.


(Samir Sinha)

Under Secretary (Admn)

DETAILS OF THE POST

1.	Name of the Post	Legal Officer
2.	Number of Post	03
3.	Remuneration (per month)	INR 67,700/- (inclusive of taxes)
4.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Graduate Degree in LLB with at least 55% marks;</p> <p>(ii) At least 10 years standing in the profession after registration with Bar Council of India.</p> <p>Note 1: Experience of working in law department in Central Government or State Government / Autonomous organisation is desirable.</p> <p>Note 2: The maximum age limit for appointment shall be not exceeding 40 years as on the closing date of receipt of applications.</p>
5.	Brief Description of Duties	<ol style="list-style-type: none">1. Represent NMC before Hon'ble Courts/Tribunals and other forums.2. Advice the commission on legal and administrative issues.3. Drafting and vetting of legal documents such as counter affidavits, replies, briefs, notes, circulars, notices, orders etc.4. Prepare instructions for the standing counsels of the commissions.5. Monitoring litigation and co-ordinate with the concerned Board/Section and standing counsels of the commission at various courts across the country.6. Aid in legal research and maintaining MIS.7. Handle grievances and complaints related to legal matters.8. Any other matter/work assigned by competent authority.
6.	Period of Contract	For 3 years

APPLICATION FORM

Recent
Passport size
photograph

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For					
3.	Father's/Husband's Name					
4.	Contact Number					
5.	Email Id:					
6.	Permanent Address					
7.	Address for correspondence					
8.	Date of Birth/Age					
9.	Nationality					
10.	Educational and Professional Qualifications:					
	Qualification	Name of the Institution/Board /University	Years of Passing	Subjects Studied	Division/Percentage of Marks obtained	
11.	Details of Employment/Experience in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Name of the Organization	Designation	Start Date	End Date	Gross Salary	Brief Description of Duties
12.	A brief write-up indicating the relevance of past experience to the post applied for,					

DECLARATION

I hereby, declare that all the statements made in this application are true to the best of my knowledge. I understand that this position is purely on contract basis. If any of the particulars furnished by me are found to be incorrect, my candidature is liable to be rejected at any stage during or after selection process. If it is found after my appointment that the particulars furnished by me are incorrect, my services are liable to be terminated without any notice.

Place: -

Signature:

Date: -

Name: