



**Advertisement No. 2024/03**

Applications are invited for the following post tenable at Hyderabad. Please visit our website for application details and prescribed requirements <https://recruitment.tifrh.res.in/applicants/>

Sr. No	Name of the Post	Reservations						Age Below	Consolidated Pay/ Remuneration per month (Rs.)
		UR	SC	ST	OBC	PwBD	EWS	40 Years as on Jan 01, 2024	Rs. 40,000/- per month
1.	Part Time Legal Consultant	1	-	-	-	-	-		

Abbreviations: UR- Unreserved.

- 1. Part Time Consultant: (Un-reserved) One Post:** The period of part time will be initially one year from the date of taking up the charge and it can be extended to another two years (maximum) depending upon the requirement and upon mutual consent.

**Educational Qualifications:**

Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrollment as an Advocate with a minimum of 60% marks or equivalent in the aggregate of all semesters/ years.

**Essential Experience:**

At least Three (3) years of experience as a Law Officer in the statutory corporation or in the Legal Department of Central/State Government or an associate partner etc. in a reputed Consultancy firm providing legal advices.

**Job Requirements/ Responsibilities:**

- Coordinate regularly with the Advocates. TIFR Administration and Legal Officer at TIFR Mumbai.
- To prepare all the legal documents required for our cases etc.
- To attend court cases on behalf of TIFR Hyderabad.
- To assist in preparing the Legal documents in Service Matters and other Establishment /Staff related matters.
- Providing support for finalizing the strategies for dealing with court cases.
- Providing support and guidance on any legal matters.
- Any other work as may be assigned by the Institute from time to time.

**Nature of Appointment:**

- Appointment will be purely on part time basis only.
- Selected candidate should attend the office twice in a week.
- Selected candidate should arrange his/her own transport to visit the office.

## **General Information:**

1. The above post is tenable at TIFR, Hyderabad.
2. Prescribed age should not exceed as on **January 01, 2024** for the above post.
3. SC/ST/OBC/EWS/PwBD candidates can also apply for the above post - general category (Unreserved).
4. Application from the candidates will be accepted ONLINE ONLY (<https://recruitment.tifrh.res.in/applicants/>) except for the following:-
  - i. Candidates applying for the above post and who are eligible for **further age relaxation** as per extant GOI rules are required to submit applications by POST, along with a copy of relevant certificate in support of age relaxation (for example ex- servicemen, persons with benchmark disabilities etc.).[SC, ST, OBC& EWS candidates applying for unreserved post are not eligible for age relaxation and should apply online.
  - ii. Applicants in Government/ Semi-Government/ Public Sector Undertaking must apply through proper channel. Applicants who do not send their applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of an NOC from the competent authority. However, an advance copy of application along with relevant enclosures may be submitted by post.
5. Incomplete applications (online) and off-line applications without photocopy of certificate in support of age relaxation and applications received after the last date shall not be considered.
6. On-Line applications must be submitted **6<sup>th</sup> April 2024** and applications by post [who are required to send by post as per para 6 (i) & 6 (ii)] must reach the Administrative Officer, Tata Institute of Fundamental Research, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500046, **6<sup>th</sup> April 2024** Applicants who are required to send the applications by post must super scribe the post applied for, advertisement No. on the envelope. The format of the application is as prescribed for on-line applications.
7. **The candidates are required to produce following original documents with copies at the time of recruitment process:**
  - a) Print out of online application form.
  - b) Identity Proof (Aadhaar Card/ Election Card/ PAN Card/ Passport/ Driving License).
  - c) Date of birth/ Proof of age.
  - d) Educational Qualification (all mark sheets and certificates).

Incase Universities/ Board award letter grades/ CGPA/ OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/ Board. In the absence of the same, the candidature will not be considered. While submitting original documents for verification, the candidates will have to produce the norms of the University/ Board for conversion of grades /CGPA /OGPA to equivalent percentage of marks.

- e) Experience certificate/s.
  - f) Conduct certificates from two respectable persons.
  - g) SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
  - h) Latest CV
  - i) One page covering letter describing their past experience, CV and contact details of two references or two reference letters to verify prior work experience.
8. (a) Outstation candidates called for recruitment process for the above post will be paid single second class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.
- (b) If you travel by air, you are required to purchase air tickets ONLY from 1) M/s. Balmer Lawrie & Company Limited (BLCL) 2) M/s. Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd.(IRCTC). **BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED.** The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.
9. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/ some posts here in advertised. Canvassing in any form shall disqualify the candidate.
10. Before applying for the post, the candidate should ensure that they fulfil the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.
11. If you are facing any difficulty while applying through online, please write to [recruitment@tifrh.res.in](mailto:recruitment@tifrh.res.in) giving a brief nature of the difficulty you are facing.

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