

NCCF/HO/P&A/2023-24 /SS15

Dated: 26.05.2023

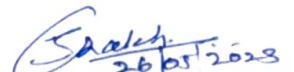
Engagement of Young Professional on Contract/ Retainership Basis

NCCF being Multi State Cooperative Society registered under the Multi State Cooperative Societies Act, 2002 under the Administrative Control of Ministry of Consumer Affairs, Food and Public Distribution, Govt of India intends to fill up the following post in its Head Office at New Delhi.

1. **Application for** - Legal Advisor/Consultant.
2. **Period of Consultancy**-Initially for one year from the date of joining which may be extended as decided by the Competent Authority.
3. **Qualification/Essential Criteria** - Should be Graduate in Law from a recognized institution from India or Abroad. Possess a minimum of 5 years of Experience post. It is essential that applicant should be registered to practice before the courts in India. Preference will be given to Govt. experienced person.
4. **Nature of Duties**- Regular monitoring and follow up of specific legal issues of NCCF. To provide legal advice on commercial and arbitration cases. Attend court hearings and arbitration sometimes, liase with lawyers and prepare legal briefs. To prepare legal advice on related matters and participate in deliberations. Should be responsible for drafting legal documents, structuring solutions for issues, and providing support in legal issues. Analyse legal issues and recommend course of action in the legal issues assigned to them. Regular Monitoring of Court cases with various Branches in all over Country including monitoring of date of hearing, related advocates, court decisions/judgments etc. Strong written and spoken communication skills in English as well as in Hindi. Proficiency in use of computers (Ms-Word Excel, Power Point etc).
5. **Age limit**-The applicant must be less than 45 years of age.
6. **Posting**- Delhi.

NB:

1. NCCF reserves the right to accept/reject any or all application without assigning any reason.
2. You are requested to submit your Retainership Fees on Monthly basis.
3. Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 09.06.2023 in the business hours along with all supporting documents including brief write-up on his / her experience profile in sealed cover to reach by speed post/courier or through email-admincell@nccf-india.com to the Incharge(P&A), National Cooperative Consumers Federation of India Limited (NCCF),NCUI Complex, 5th Floor, 3-Siri Institutional Area, August Kranti Marg, New Delhi-110016.


(Shakti Singh)
Incharge (P&A)

ANNEX-I
APPLICATION FORM

NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.
(NCCF)

3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas, New Delhi
- 110016

Phone : _____, Website: _____.

APPLICATION FOR THE POST OF YOUNG PROFESSIONAL(LEGAL ADVISOR/CONSULTANT).

1. Name of Applicant : _____
2. Date of Birth : _____
3. Father's Name : _____
4. Category : GEN/SC/ST/OBC/PWD.
5. Address : _____
(a) Corresponding/Mailing : _____
(b) Permanent : _____
6. Mobile/Telephone No. : _____
7. Email Address : _____
8. Educational Qualifications : _____

Qualification	Month & Year of Passing	Board / University / Institute	Subject/Specialization	Division / % of Marks	Year of Passing
Graduation					
Post-Graduation					
Professional Qualification					
Others					

9. Working Experience:

S.No.	Period of Employment		Duration (No. of years, month)	Name of Organisation with place of posting	Position / post / Designation on held	Nature of experience / Job profile
	From	To				

Other Relevant Experience, if any: _____



10. Any other information

:

UNDERTAKING

“I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Cooperative Consumers’ Federation of India Ltd. (NCCF).

Place: _____

Date: _____

Signature: _____

Note: Please attach all the relevant documents / papers for qualifications and experience.

