



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826 004 (Jharkhand), India

No. 411002/1/2025-Estt.

Date: 16th June, 2025

ADVERTISEMENT

[Engagement of part-time Legal Advisor in IIT (ISM), Dhanbad]

The Indian Institute of Technology (Indian School of Mines), Dhanbad invites applications for engagement of a part-time Legal Advisor on purely contractual basis, for one year initially and renewable on year to year basis up to a maximum of four years, subject to satisfactory performance to be evaluated by the Competent Authority. The details regarding eligibility criteria, terms of references etc. are as under:

Name of the post: Part-time Legal Advisor (purely on contractual basis): 01

1. Essential:

- (i) LLB from university / Institute, recognized by the Bar Council of India; and
- (ii) At least 10 years legal experience as an advocate out of which at least three years' experience in dealing with the legal matters including labour laws related to Central Government Organizations.
- (iii) Must be practicing in Dhanbad Courts and residing at Dhanbad.

Desirable:

Empaneled advocate of Central Government Organizations/ Central Government Counsel.

2. The general terms and conditions of engagement:

- (i) **Period of engagement:** The Legal Advisor will initially be engaged for a period of one year extendable up to three years. The engagement can be extended or curtailed depending upon the performance of the incumbent and requirement of the Institute.
- (ii) **Hours of Duty:** The Legal Advisor will be required to attend Office at least 12 hours in a week (4 hours x 3 days in a week).
- (iii) **Remuneration:** A consolidated remuneration of Rs. 30,000/- per month shall be admissible.
- (iv) **Increment:** If the period of Contract is extended beyond one year, an annual increment of 3% on the monthly remuneration shall be admissible.

- (v) **Allowances:** No other allowance shall be admissible.
- (vi) **Headquarters:** Headquarters of the Legal Advisor shall be Dhanbad and if required, she/he may be required to visit any place in India for which TA/DA at the rates admissible to the employees of Pay Level-10 shall be admissible.
- (vii) **Termination of Engagement:** IIT(ISM), Dhanbad reserves the right to terminate the engagement of the Legal Advisor without any prior notice if the performance is not found to be satisfactory.
- (viii) **Confidentiality:** The Legal Advisor would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (ix) **Duties and Responsibilities:** The Legal Advisor is expected to perform the following duties/functions:
- Tender legal opinion on the issues coming before the Institute. Prepare para-wise comments, on writ Petitions, SLPs, PILs filed against the IIT (ISM), Dhanbad and forward to the concerned Standing Counsel after approval of the Competent Authority for drafting counter affidavit.
 - Scrutinize the counter affidavit received from Counsel with reference to the para wise comments.
 - Perform such other work of legal nature as may be entrusted from time to time.
 - Further, the Legal Advisor should be in sound health (both physically and mentally) and should not be an accused officer in any pending inquiry and should be of impeccable integrity.

3. Selection Procedure: The engagement shall be purely on contract basis. Applications in response to this advertisement shall be shortlisted on the basis of experience and qualifications of applicants. The Legal Advisor shall be selected from Shortlisted candidates on the basis of personal interaction/interview.

4. Application: The interested candidate/firms may submit application (by post/ by hand) along with copies of educational qualifications and experience in a closed envelope in the format attached addressed to the Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad. The last date of submission of application is **16th July, 2025 till 5.30 pm.**

PRABODH
PANDEY
REGISTRAR

Digitally signed by
PRABODH PANDEY
Date: 2025.06.17
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**APPLICATION FOR THE EMPANELMENT OF PART TIME LEGAL ADVISOR IN
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

S. No.	Particulars		Photo
1.	Name (in capital letters)		
2.	Date of birth (dd-mm-yyyy)		
3.	Age on the closing date for submission of the application		
4.	Category		
5.	Current designation (if in service)		
6.	Current Office/Place of work (if in service)		
7.	Last post held before retirement (if retired)		
8.	Last Organization/Place of work (if retired)		
9.	Date of retirement (if retired)		
10.	Whether retired on attaining the age of superannuation on voluntary retirement (if retired).		
11.	Details of the previous Organizations/ Places of work and corresponding posts held during the services. (please use separate sheet)		
12.	Have you ever been assigned the responsibility of Legal Advisor?		
13.	If yes, the details thereof.		
14.	Whether any penalty was imposed during the services.		
15.	If yes, the details thereof.		

Signature _____

Contact Number: _____

Address: _____

Email id: _____

Place: _____

Date: _____