

## PEC Limited

(A Govt. of India Enterprise under Ministry of Commerce & Industry)

F-Block, 3<sup>rd</sup> Floor, Jhandewalan Flatted Factory Complex, (Near Mata Jhandewali Mandir)  
Rani Jhansi Road, New Delhi-110055

PEC Limited was incorporated in 1971 under the Indian Companies Act, 1956 with an objective to focus on export of engineering projects and equipment specially for small and medium enterprises and to trade in international as well as in domestic markets in commodities such as agricultural products, industrial materials, chemicals and bullion. It is with the administrative jurisdiction of Ministry of Commerce and Industry (Department of Commerce). The company employed 46 regular employees. The registered office of the Company is at New Delhi. The shareholding of the Government of India in the company is 100%.

PEC Limited invites applications for the posts of **Legal Consultant on "fixed term contract" basis.**

- 1) **Name of Position:** Legal Consultant on "fixed term contract" basis
- 2) **Age Limit:** Not over 63 years as on 01.09.2020.
- 3) **Qualification:** (i) Degree in Law from a recognized University/ Institute approved by Bar Council of India with a minimum of 50% marks. Proficiency in computer applications.  
(ii) The individual should have membership of Bar Council.
- 4) **Experience:** Candidates should have post qualification experience of minimum 10 years as an advocate or as a Law Officer in handling/dealing the legal and recovery matters of companies/Undertakings engaged in the business of imports, export, third country and domestic trading of Industrial Raw Materials, Bullion, Engineering Products, Agricultural Products, etc. and representing such Companies/Undertakings before High Court/Arbitration forum/NCLT/NCLAT/equivalent Judicial/Semi Judicial Forum in the related Litigations/Legal Proceedings in the Legal Department of Central/State Government CPSUs/ banks/financial institution/statutory corporation/company and/or legal associate/legal consultant in an Advocate's or Solicitor's office. Experience in handling matters of CPSU's/Govt. Institutions is desirable

Note: In case of Practicing Advocates, (i) Copy of the Bar Council Registration Certificate and (ii) a Certificate from Bar Association of which the candidate is a member or a Certificate issued by the presiding officer of a Court before whom the candidate has practiced for the required period should be submitted.

### 5) **No of post: 01**

### 6) **Job-Profile:**

- To conduct legal analysis and research on various legal matters.
- To provide the much legal assistance while dealing with some particular legal tasks, litigations, contracts, dispute resolution and guide on taking an appropriate decision.
- Responsible for providing legal advice to the management.
- Legal vetting and drafting of all legal documents viz. Contract, Agreement, Lease, Bank Guarantee, etc.
- To study the pleadings of courts received by petitioner/advocates and legal vetting /drafting of reply/affidavit.
- To provide legal opinion whenever required by the company.
- Liaison/follow up with external panel advocates and authorized representative of the company in connection with cases pending in various courts/tribunals.

- Examining the judgements/orders and advise company to ensure timely action thereupon.
  - Liaise/ follow-up with various Government Department to ensure statutory compliance.
  - To look after any other assigned matters of the Company.
- 7) **Remuneration:** The selected candidate will get monthly remuneration of Rs.60,000/-(all inclusive).
- 8) **Tenure of Appointment:** Initially for 01 (one) year. The contract could be extended further depending on assessment of performance and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice. The management can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.  
The appointee shall be on the whole time appointment of the AIIMS, Bhopal and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
- 9) **Leave:** He / She shall be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- 10) **Annual Increment:** He/she shall be entitled to 5% annual increment in remuneration.
- 11) **TA/DA:** No travelling or other allowances will be paid to the candidate for appearing in written examination/ interview or for joining the post.
- 12) **Other allowances:** No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible.
- 13) The employment will be strictly contractual and can be cancelled at any time without assigning any reason.

PEC Limited reserves the right not to fill the above position without assigning any reasons.

### **Instructions**

1. Applications giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach **Chief General Manager (P&A), PEC Limited**, F-Block, 3<sup>rd</sup> Floor, Jhandewalan Flatted Factory Complex, (Near Mata Jhandewali Mandir), Rani Jhansi Road, New Delhi-110055 **by ordinary post only** by **08/01/2021**. Please superscribe the envelope with the post applied for.
2. No TA/DA will be paid for appearing for interview.
3. The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection. More stringent criteria may be applied for short-listing the candidates to be called for interview.
4. Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.
5. No correspondence will be entertained with the candidates not shortlisted for interview.

**XXXXX**

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**APPLICATION FORMAT**

Please paste  
self-attested  
recent  
passport size  
photograph

- 1) All columns should be filled in blockletters
- 2) Incomplete applications/applications without enclosures will be rejected

1. POST APPLIED FOR: \_\_\_\_\_

2. FULL NAME(BLOCKLETTERS): \_\_\_\_\_

3. FATHER’S/HUSBAND’S NAME: \_\_\_\_\_

4. (a) DATE OF BIRTH: \_\_\_\_\_

(b) AGE : \_\_\_\_\_(YRS.)\_\_\_\_\_(MTS)\_\_\_\_\_(DS)  
(As on the last date of application)

5. RESIDENTIAL ADDRESS:

(a) CORRESPONDENCE:  
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tele. No. \_\_\_\_\_ E-mailID \_\_\_\_\_

(b) PERMANENTADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tele. No. \_\_\_\_\_ E-mailID \_\_\_\_\_

6. SEX : Male  Female  Trans Gender

7. MARITALSTATUS : Married  Unmarried

8. RELIGION : \_\_\_\_\_

9. PRESENT OFFICE ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. CATEGORY(SC/OBC): \_\_\_\_\_  
 (In case PWD, please mention the percentage & category of disability)  
 (In case of OBC, please, attach the latest OBC (not more than 6 months old) certificate)

11. (a) PRESENT POST HELD: \_\_\_\_\_

(b) DATE FROM WHICH HELD: \_\_\_\_\_

(c) NAME OF ORGANISATION: \_\_\_\_\_

(d) SCALE OF PAY: \_\_\_\_\_

(e) PRESENT BASIC PAY(P.M.): \_\_\_\_\_

(f) TOTAL EMOLUMENTS(P.M.): -----

(Pl. enclose current salary slip/break-up of salary)

12. DETAILS OF SERVICE:

SL. NO.	NAME OF THE ORGANISATION	POST HELD	SERVED		LENGT H OF SERVICE	WHETHE R REGULA R OR NOT	NATURE OF DUTIES PERFORMED
			FROM	TO			

13. EDUCATIONAL QUALIFICATION : (including professional qualifications, ifany):

SL. NO.	EXAM. PASSE D	INSTT./ UNIVERSIT Y	SUBJECT S STUDIED	YEAR O F PASSING	% AGE OF MARKS	DIVISION OBTAIN E D

14. PROFICIENCY IN COMPUTER APPLICATIONS ( IF ANY): \_\_\_\_\_

15. ANY OTHER RELEVANT INFORMATION: \_\_\_\_\_

**DECLARATION:**

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY CANDIDATURE MAY BE TERMINATED WITHOUT NOTICE.

PLACE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE

DATE: \_\_\_\_\_

