



File No.: F.8(7)/DKVIB/Legal/97-98/PF-II/
DELHI KHADI & VILLAGE INDUSTRIES BOARD
<http://dkvib.delhigovt.nic.in>
(Government of NCT of Delhi)

NIGAM BHAWAN, 5th FLOOR,
KASHMIRI GATE, DELHI-110006
Date: _____

To,

The Bar Council of Delhi,
2/6, Siri Fort Institutional Area,
Khel Gaon Marg,
New Delhi - 110 049.

Sub: Interview for Legal Advisor in DELHI KHADI & VILLAGE INDUSTRIES BOARD.

Sir/Madam,

DELHI KHADI & VILLAGE INDUSTRIES BOARD is intended to hire Legal Advisor on the retainer ship basis. The responsibilities, eligibility criteria, required qualification and experience and terms & Conditions for the same are as under:

1. **Scope of Work :**

The Legal Advisor shall be responsible for providing comprehensive legal support to the Department, including but not limited to :

- **Litigation :** Representing the Department before the Delhi District Courts, High Courts and Hon'ble Supreme Court.
- **Drafting :** Preparing high-quality legal drafts, including Writ Petitions, Counters, Rejoinders, Affidavits and Legal Notices.
- **Policy & Compliance :** Assisting in the drafting of departmental policies and ensuring all operations align with statutory legal compliances.
- **Advisory :** Providing clear legal opinions to resolve existing compliance issues and pre-emptively addressing potential legal complexities to minimize future litigations.

2. **Education :**

Must Possess a Master of Laws (LLM) Degree from a recognized University.

3. Practical Experience :
Minimum 15 years of active practice before the Delhi District Courts, High Courts and Hon'ble Supreme Court.
4. Govt. Experience :
Minimum 05 years of experience working specifically with Government Departments/Bodies.
5. Terms & Conditions :
a) During the tenure of this engagement, the Appointee must ensure that no outside professional commitment creates a conflict of interest or interferes with their availability and obligations as outlined in this agreement.
b) The Appointee shall remain available to the Department for consultations, policy drafting and urgent legal matters as and when required.
c) The Appointee shall maintain absolute secrecy regarding the cases and policy drafts of the Department and shall not disclose any information to third parties without written consent.
6. Those selected will be entitled to Rs. 20,000/- per month only. Court fees and other clerical/connected expenses borne for the cases, if paid in the Court shall be paid subject to the production of all bills.

Interested and eligible candidates are requested to submit their detailed CV, copies of their LLM Degrees, and proof of 15 years of Bar practice to the undersigned or on the website address mentioned above, within 07 days of issuance of this letter.


(MUKESH PATHAK)
FA & CAO/Head of Office

Copy to :

1. P.A. to M.D. : For kind information of M.D.
- ✓ 2. Smt. Kanchan Bhatt, ACP : For uploading on DKVIB Website.
3. Notice Board of the Office.
4. Guard File