



# कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

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## WANTED

### LAW OFFICER – WALK IN INTERVIEW

Coir Board (Ministry of MSME, Govt. of India), Kochi, Kerala is in need of a Law Officer for appointment on contract basis. The engagement of the Law Officer will be initially for a period of one year, which is extendable for further period subject to the performance of the candidate selected and the requirements of the Board.

2. Applicants should be dynamic, result oriented professionals with effective analytical, communicative and interpersonal skills.

#### Eligibility Conditions

Essential:-

- Law Graduate from a recognized University with minimum 50% marks.
- Applicant must have been enrolled as an Advocate with the Bar Council of India / State Bar Council in terms of Advocate's Act, 1961.
- Applicant should have been a practicing advocate with minimum 3 years' experience before any High Court or Bench of the Central Administrative Tribunal in India or having working experience of minimum of 3 years as a legal professional with any PSU/Govt. department or statutory organization / authority.
- Professional legal skills in drafting submissions, proficiency in language.
- Working knowledge of MS Office, computer handling & Internet browsing.

Desirable Qualifications:-

- Post Graduation in Law
- Experience in handling service matters pertaining to Central Govt employees

3. **Age limit:** Below the age of 40 years as on 01.01.2023

4. **Remuneration:** The candidate selected and appointed will be paid a consolidated remuneration of Rs.40,000/- p.m. An increase of Rs. 5,000/- will be considered after one year subject to satisfactory performance of the individual. Appointment will be initially for a period of one year which is extendable at the discretion of the Coir Board based on performance and review.

## **5. Nature of Duties:-**

1. Preparation of case summary
2. Identification of legal issues for adjudication
3. Preparing Counter Affidavits for Writ Petitions
4. Such other works on legal matters entrusted from time to time by the authorities of the Board.

## **6. Terms & Conditions**

- a. The Law Officer on having accepted the offer of engagement shall be deemed to have entered into a contract with Coir Board as per the terms and conditions of engagement in the offer of engagement.
- b. Any breach of the Contract by the Law Officer shall be considered a sufficient ground for the termination of the engagement made under the Contract.
- c. The Law Officer shall be required to maintain discipline and absolute integrity.
- d. The Law Officer shall not indulge in any activity detrimental to the Board.
- e. The appointment of Law Officer is of a temporary (non-official) nature and the appointment can be cancelled at any time.
- f. The post is based at Kochi.
- g. The Law Officer shall be eligible for 10 days leave with remuneration in a Calendar year on pro-rata basis on the length of service rendered during the relevant financial year.
- h. The Law Officer will have to work on Saturdays, Sundays and other closed holidays for Board's Office, if required.
- i. Similarly, if the candidate appointed wants to resign or quit from the engagement, he/she shall give 15 days prior notice to that effect, to the Coir Board.
- j) The candidate or the firm under which he/she is pursuing his / her legal profession happens to be the Counsel/s for the Petitioner/s on any pending against the Coir Board, his/her candidature is liable to be rejected summarily.
- k) The Coir Board reserves its right to accept or reject any or all the applications of candidates responding to this call without assigning any reason/s whatsoever and the decision thereof shall be final and binding.
- l) The engagement will be purely on contract basis and will not confer any right / claim for regularization of his / her appointment under the Coir Board.

8. **Method of Selection:** The candidates shortlisted based on their curriculum vitae along with certificates showing experiences issued by competent authorities and performance in the walk-in interview will be examined by a committee constituted by the Board and their decision on ranking of the candidates shall be final and binding.

9. Interested candidates may report for interview at Coir Board Head Office, Coir House, M.G. Road, Kochi at 10.30 a.m. on 29.04.2023 along with copies of testimonials proving age, qualifications and experience.

Dated:10.04.2023  
Kochi.

**Sd/-**  
Secretary i/c  
Coir Board