

No: KKK/EN/Legal Consultant/Engagement/277/१४४

Date: 17.05.2023

GM/IT  
DFCCIL,  
Corporate Office  
New Delhi

Sub: Engagement of Consultant/Legal for General Manager(Co-ordn.)  
/DFCCIL/Kolkata Unit

Ref: Notice No.-KKK/EN/Legal Consultant/Engagement/277

It is decided to engage one Consultant/Legal for General Manager (Co-ordn.) /DFCCIL/Kolkata unit through open advertisement. Both hard and soft copy of the Notice is attached herewith. Also the Proforma of application for uploading on DFCCIL website is attached.

It is requested to kindly arrange for uploading the above Notice together with application format on the DFCCIL website at the earliest. The last date of submission of application is 20.06.2023.

This has the approval of the competent authority.

Encl: As above



(S.Chattaraj)

Dy.PM(HR)/DFCCIL  
Kolkata

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## VACANCY NOTIFICATION

**No. KKK/EN/ Legal Consultant/ Engagement /277**

**Sub: Engagement of Consultant Legal for General Manager/Co-ordination/Kolkata unit.**

Dedicated Freight Corridor Corporation of India (DFCCIL) is a Special Purpose Vehicle set up under the administrative control of Ministry of railways to undertake planning & development, mobilization of financial resources and construction, maintenance and operation of the Dedicated Freight Corridors.

General Manager Co-ordination/DFCCIL/Kolkata invites application for one post of Consultant/ Legal having experience to deal Legal Matters, Court cases and legal vetting of documents etc.

### **1. Eligibility:**

- i. **Minimum qualification:** Candidate should be 3 years LLB from recognized university.
- ii. **Essential requirement:** Candidate should have an experience of at least five years in any one or more areas such as dealing the matters related to land acquisition, arbitration matters, court cases related to civil suit, service matters, tax matters & corporate issues. Candidate should also have experience of drafting the application, reply, deeds and examination of legal documents.
- iii. **Desirable requirement:** Preference may be given to the following attributes
  - a) Candidate retires from Railway, Central/State Govt. and Central PSU having experience to deal with legal matters, court cases and legal vetting of documents etc.
  - b) Candidate who are registered with State Bar Council and authorized to do legal practice before any court with the above eligibility.
  - c) Candidate having post graduate in law or post graduate diploma in law in addition to the above qualification.
- iv. **Age:** The age limit between 30 to 63 years.

### **2. Documents to be submitted:**

- i. Attested copy of Law graduation degree certificate.
- ii. Attested copy of post-graduate in law or post-graduate diploma Certificate, if applicable.
- iii. Attested copy of registration with state Bar Council, if applicable.
- iv. Attested copy of PAN Card/Adhar Card Passport/Driving License/Matriculation Certificate Mark sheet for age proof.
- v. Attested copy of experience certificate from previous employers in respect of Essential requirement (ii) and desirable requirement iii (a).
- vi. Attested copy of PPO issued by employee on retirement, if applicable.
- vii. Notarized affidavit on Rs. 100 stamp paper, for essential requirement and desirable requirement, duly certifying that.-
  - a) You have experience of at least five years in any one or more areas such as dealing the matters related to land acquisition, arbitration matter, and court cases related to civil suit, tax matter & corporate issues (Duly giving break up of experience matter wise).
  - b) You have experience of drafting the application, reply, deeds and examination of legal document.
  - c) You are retired from Railway, Central State Govt or Central PSU (please name the applicable organization) and have experience to deal legal matters, court cases and legal vetting of documents. (If applicable).
  - d) You are registered with State Bar Council and authorized to do legal practice before any court. (If applicable).

### **3. Terms & conditions:**

- i. Emoluments: Total emoluments is Rs. 42,000/- (Forty Two Thousand only) per month (all inclusive). The TA/DA will be equivalent to Assistant Project Manager of DFCCIL level.
- ii. The engagement of Consultant/Legal will be for one (1) year from date of issue of engagement offer letter.
- iii. The term can be terminated by giving one month's notice by either side.
- iv. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above, absence of which his application is liable to be rejected.
- v. GM/Co-ordination/DFCCIL or his representative has reserved the right to reject any application without assigning the reasons.
- vi. Consultant will not be allowed to take up other assignment during the period of contract.
- vii. Consultant is required to attend DFCCIL/Kolkata office on regular basis timing.
- viii. Consultant is not allowed to provide consultancy from his own office.
- ix. One day leave is admissible per month.

### **4. Nature of Work:**

- i. The Consultant Legal will be required to handle court cases in the courts.
- ii. Giving oral and written opinion on issues relating to the business of DFCCIL which are referred to them.
- iii. Legal Vetting of tenders, contracts, documents related to the transaction of business of DFCCIL and referred to them by the DFCCIL.
- iv. Drafting of Legal documents in connection with the business of DFCCIL.
- v. Participation in discussion/conference on behalf of DFCCIL and with their clients.

### **5. Maintaining Professional Ethics:**

During the Term of Engagement and thereafter the Consultant Legal shall maintain strict confidentiality of the matters pertaining to the DFCCIL. They shall not accept case against DFCCIL organization during the term.

### **6. Mode of Selection:**

Applications received in response to notification will be scrutinized and Applicants will be screened w. r. t the criteria mentioned above and eligible Applicants will be called for personal interview & documents verification with original documents. Based on essential/desirable qualification, experience & interview candidate will be selected.

### **7. Place of Posting:**

The place of posting will be in the office of the General Manager (Co-ordination) DFCCIL/Kolkata.

### **8. Closing date of Application:**

Application along with all the documents should reach the office of General Manager/Co-ordination/ Dedicated Freight Corridor Corporation of India Limited, 3 Floor DCOS Building E-W Metro, Central Park Depot, Salt Lake Sector 1, Bidhannagar, Kolkata, West Bengal-700064 from the date of publication of notification in news paper or before 20.06.2023 whichever is earlier. Application received after closing date will not be entertained.

### **9. Submission of Application:**

Candidate's desirous of applying for engagement as a Consultant Legal may submit their application in the format provided at Annexure-A, Annexure-B & Annexure-C. The format is also available on the website [www.dfccil.com](http://www.dfccil.com)

The application on the prescribed format may sent to-

**General Manager(Co-ordination)**

**Dedicated Freight Corridor Corporation of India Ltd. 3<sup>rd</sup> Floor DCOS Building E-W Metro, Central Park Depot, Salt Lake Sector 1, Bidhannagar, Kolkata, West Bengal-700064**

**General Manager (Co-ordination)  
DFCCIL/Kolkata**

**Sub: Application for Engagement of Consultant Legal for DFCCIL/Kolkata unit.**

1.	Name of Candidate-	
2.	Address with Telephone Nos & E-Mail	
3.	Academic Qualification:	
4.	Location and Court of Practice along with registration number and name of the Bar Council	
5.	Area of Specialization	
6.	Whether fulfils the minimum requisite Eligibility conditions (attach list of Enclosures & mentioned no. of pages)	Yes/No
7.	Whether fulfill the Essential eligibility condition. (Enclose Documentary proof in Support of essential Eligibility/minimum 5 years experience)	Yes/No
8.	Whether Documentary proof in support Desirable Experience-attached	Yes/No
9.	Details of previous placement	
10.	Any certificate issued by Employer indicating about the work experiences (Attach copy & mentioned no of pages)	
11.	Any other information you may like to give	
12.	List of Enclosures	

**UNDERTAKING**

I hereby, undertake that the information given above is true and correct. I agree to the terms and conditions for engagement as Legal Consultant.

**Name & Signature of the Candidate**

**Place:**

**Date:**

Details of Minimum Qualification

Sr. No.	Educational Qualification	Year of Passing	Name of college	Name of the University	Regular/ Part Time/ Correspondence	Mark secured
1						
2						
3						
4						

Signature of Candidate

Annexure-C

Details of Essential requirement

Sr. No.	Client Employer	Number of Years of experiences	Break up of period of Experience			
			Dealing the matter related to Land Arbitration cases (In years)	Arbitration cases (In years)	Court cases related to civil suit (In years)	Service matter, tax matter, corporate related issues (in years)
1						
2						
3						
4						
5						

Signature of candidate