

Directorate of Medical Education, Uttarakhand

107- Chander Nagar, Dehradun - 248001

NOTICE

Inviting application for the Legal Advisor of the Office of the Director, Medical Education Department, Uttarakhand, Dehradun

Applications invited for the Legal Advisor in the above-mentioned Office for Legal Advice in the service matter and as well as with adequate exposure of handling cases in Hon'ble High Court, Civil/District Court. Preference would be given to Advocates having experience of handling cases before Hon'ble High Court and Public Service Tribunal with a fair knowledge of the service matters. The eligibility criteria, procedure for applying and other terms and conditions for Legal Advisor, the application form may be downloaded from the website medicaleducation.uk.gov.in or obtained from above mentioned office on any working day from 10 AM-5PM. Applicant should submit their application in the prescribed form (Annexure-1), with the self-attested copies of supporting documents, through registered post or in person to reach the office of Director, Medical Education Department, Uttarakhand, Dehradun by 18/05/26 (upto 5 PM).



Director
Medical Education Department,
Dehradun

Terms and Conditions for the post of Legal Advisor

Interested practicing advocates are advised to carefully read the eligibility criteria, instruction and terms and conditions for the post of Legal Advisor which are as under: -

1. Eligibility Criteria


- a. Having Master's Degree/Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India. Applicant should have valid registration as an advocate with the Bar Council of India/State Bar Council.
- b. Applicant must have a minimum experience of Eight years in practice with adequate exposure of handling cases in High Court, Civil/District Court. Preference would be given to Advocates having experience of handling cases before Hon'ble High Court and Public Service Tribunal with a fair knowledge of the service matters.
- c. Applicant must have a minimum experience of **Eight (08) years** in Govt offices with handling Service matters as well as contract and other related matters of the bid and agreement.
- d. Must have excellent written and oral communication and Interpersonal skills.

2. Tenure of Empanelment

The initial empanelment will be for a period of Two years from the date of empanelment which can be extended for another period of One year based on performance. Mere application for empanelment does not confirm any right/assurance, whatsoever, to an applicant for empanelment on the panel of Office of the Director, Medical Education Department, selected candidate will sign contract agreement with Director, Medical Education

3. Scope of Service

The Legal Advisor are expected to render professional services related to drafting the Counter Affidavit, Supplementary Counter Affidavit, Delay Condonation Affidavit, and/or to contest the appeal and plead the cases before the Hon'ble High Court and Public Service Tribunal. Legal Consultant

1. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Department.
 2. Assist the Department in court cases as well as matters which require examination from a legal point of view can be done in a professional manner.
 3. Tender opinion in issues coming before the Department.
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4. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent.
5. Vetting of draft affidavit prepared by Govt. Counsels and to be filed it in various judicial/quasi-judicial forums in cases where the Department has been made a respondent.
6. To work closely with different related Departments and Divisions of Govt. of Uttarakhand in order to provide a holistic opinion on legal matter if required.
7. Scrutinize legal papers, documents and affidavits received in the department and offer comments;
8. Maintain contact with all empanelled Govt. Legal Counsels to keep abreast of ongoing and current court cases of Medical Education Department.
9. Liaison with the Government counsels for vetting of affidavits for different cases of Medical Education Department.
10. Perform such other work of legal nature as may be entrusted from time to time and directed by office of Director Medical Education.
11. To ensure timely submission of Counter Affidavits and other documents in different Hon'ble Courts, Ayog, Tribunals etc.

4. Procedure for Empanelment

- I. The applicant must apply on the format prescribed from the Office and no other format will be entertained.
- II. The Legal Advisor must submit a copy of this terms and conditions, duly signed and sealed at time of submission of application towards confirmation of acceptance of these terms' acceptance of these terms and conditions of empanelment.
- III. Any application received after the last date prescribed in the advertisement shall not be entertained.
- IV. Merely fulfilling the eligibility criteria will not confirm any right on an applicant Advocate to be called for Legal Advisor.
- V. The decision of authority, regarding the short listing and empanelment, shall be final.
- VI. Letter to Legal Advisor will be issued by Office of the Director, Medical Education Department.



5. Term of Reference

- a. The Legal Advisor will not accept any case against the Office of the Director, Medical Education Department.
- b. Refusal to accept any assignment, by a Legal Advisor without any reasonable cause (i.e. on ground of conflict of interest), may lead to immediate termination.

6- Confidentiality Clause-

- I. During the period of engagement with the Department, the legal advisor would be subject to the provision of the official Secret and shall not divulge any information that he/she may have come across during the period of his/her engagements in the Department to anyone who is not authorized to have the same.
- II. The legal advisor shall maintain absolute integrity, devotion of duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.

7- Conflict of Interest-

The Legal Advisor shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the legal advisor are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.

8. Termination of Empanelment

Office of the Director, Medical Education Department reserves the right to terminate the empanelment of a Legal Advisor in writing without assigning any reason. The Legal Advisor may also exit from the contract by serving written notice of at least one month in advance. Empanelment shall also be liable to be terminated in case of the following circumstances: -

- If any information share with the application is found to be fabricated or false.
- Failing to attend the assigning business without sufficient reason and is unable to satisfactorily complete the assigned tasks.
- Fails to discharge his obligations as stipulated in the term of reference.
- If found lacking in honesty and integrity or violates the confidentiality clause.
- Any other reason.



9. Fee Pattern

- ❖ Fee shall be on lump sum basis for each month.
- ❖ Monthly retainer ship fee shall be paid as Rs 50000/- per month.
- ❖ If the Legal Advisor is not agreeable to fee offered by the Office, then his/her empanelment shall be cancelled.

10-Mode of selection-

The selection shall be based on screening of Application followed by an interview to be conducted by a committee constituted for the same.



Director
Medical Education Department

(Application Form for the post of Legal Advisor)

01	Name in full	
02	Father's/ Husband Name	
03	Date of Birth	
04	Nationality	
05	Address for correspondence with pin and phone number	
06	Permanent Address with pin and phone number:	
07	Address of Office/Chamber, if any with pin and phone number	
08	Mobile No. and E-mail Id	
09	Educational qualification	
10	Experience	
11	Facility available with the applicant as office, Clerk, Steno/Typist/other support staff	
12	Whether any criminal complaint has ever been filed of FIR registered or any criminal proceedings has ever commenced against the applicant	
13	Any additional information	

Ag.

Self Declaration

I hereby confirm and declare that the information furnished in the application is true/ correct and complete to the best of my knowledge and belief. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false/ incorrect, my candidature for the post of Legal Advisor will be treated as cancelled and I will be debarred from the office for five years.

- I also undertake to maintain absolute secrecy about the matter of Office.
- I also undertake to return all files or records to the Office as and when required by the Office.
- I do not have any such financial and other interest as is likely to effect prejudicially my functioning as a Legal Advisor of the Office.

Place:

Date:

Signature of Candidate
Enrolment/ Phone Number

Ag.