

**Terms of Reference
Consultant (Legal)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Job Description:

- a) To draft affidavits, applications, special leave petitions, transfer petition in various court cases and replies to RTI applications, CIC appeals, Parliament Questions.
- b) To assist National Cell of the Programme for handling issues related to law to ensure effective implementation of the related Laws and Framework.
- c) To assist in framing / drafting of policy, gazette notifications, and amendment bills.
- d) To pro-actively monitor all legal issues and judicial cases and assist in briefing the Central Government Standing Counsel, Senior Central Government Standing Counsel, Assistant Solicitor General, etc., about the cases.
- e) To assist in filing of affidavits/applications and attend court hearings in the Supreme Court of India and various High Courts of India.
- f) To assist the Government Counsel during the hearing before the Supreme Court of India and various High Courts of India.
- g) To maintain follow ups of all cases, case files and tracking court hearings to ensure timely and effective action.
- h) To conduct research on prevailing laws/queries relating to laws.
- i) To collate information on violation under the extant Law and report the same.
- j) To undertake any other task and responsibility assigned by the supervisor/focal points.

Qualifications:

Essential:

- a) A Bachelor degree in Law from a recognized University.
- b) Three years of experience of handling court cases in High Court/Supreme Court.

Desirable:

- a) Experience in drafting of affidavits, applications, special leave petitions, transfer petition and proficient in preparing briefs, giving opinions, advising on legal matters.

Knowledge and skills:

- a) Capability to function collaboratively and productively, in a multidisciplinary environment
- b) Ability to represent the organization in interactions with Central & State Government, and other stakeholders
- c) Scrutinizing, inspecting and guiding in legal matters with effective communication & problem solving skills.
- d) Track record of implementing innovative ideas and schemes in day to day working.
- e) Ability and willingness to travel extensively.
- f) Interpersonal and management skills with ability to work in a deadline-driven environment.
- g) Good command over MS-Office/internet
- h) Good communication skills in English and Hindi, both written and verbal.

No. of Position: One

Age: Upper age limit 50 years as on the closing date of the application.

Remuneration: Rs. 100,000/- per month. TA/DA on official tour shall be provided as per extant Government norms.

Period of contract: 1 year and extendable based on annual performance evaluation with an increase of 5% in remuneration.

Location: New Delhi

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to ntcp.recruitments@gmail.com only, by **14-Nov-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.