

## DELHI KHADI & VILAGE INDUSTRIES BOARD

Essential Qualifications, Terms & Conditions for the Engagement of Legal Advisor on retainership basis

### 1. Essential Qualifications

- (i) LLB Degree from any recognized University.
- (ii) Enrolment with the Delhi State Bar Council
- (iii) 08 years experience/practice at Supreme Court/High Court/Lower Court.

### 2. Desirable Qualification

- (i) Experience in Recovery, Service and loan matters

### 3. Retainership Fee etc:-

- (i) Rs. 15000/- per month as fixed remuneration.
- (ii) Clerkage charges @ 10% of the fixed remuneration.
- (iii) Rs. 300/- per PFRC U/S 138 of Negotiable Instrument Act (The term 'PFRC includes preparing the complaints, attestation of affidavit from the Oath Commissioner, affixing of Court fee, filing of the complaint in the court, filing of PF and RC etc for service of summon on accused as per direction of the court from time to time till the final disposal of the complaints).
- (iv) In case of non appearance of Legal Advisor in the Court on the date of hearing, Rs. 300/- per hearing will be deducted from the retainership fee bill of the Legal Advisor.
- (v) In case any cost is imposed by the Court against the Board for non filling of PFRC in complaints cases u/s 138 of N.I. Act or in other matters including Civil Suits, Service Matters etc, then the amount of cost will also

be recovered from the retainership fee bill of the Legal Advisor.

- (vi) In case any cost is imposed against the plaintiff/accused the same shall be deposited by the Legal Advisor in the account of the Board.
- (vii) In case cost is imposed for non appearance of the AR, then the same shall be borne by the Board .

**4. Other Duties of the Legal Advisor**

- (i) All complaints U/S 138 of Negotiable Instrument Act shall be prepared by the Legal Advisor.
- (ii) The Legal Advisor will attend the office once a week for an hour with the mutual consent of HOD/HOO for discussing the issues where his legal opinion is required.
- (iii) Obtaining of certified copies of the orders from the court.

5. The Services of the Legal Advisor may be discontinued by the Board at any time, without assigning any reason.

6. Last date to Apply: 20<sup>th</sup> Nov. 2017

7. Authority to whom application is to be addressed:

To,  
Assistant Director/HOO  
Delhi Khadi & Village Industries Board  
S<sup>th</sup> Floor, Nigam Bhawan, Old Hindu College,  
Kashmiri Gate, Delhi-06