

Consultant (Contractual Basis)

Profile: Consultant

Consultancy: GA Digital Web Word Pvt Ltd.

Location: Noida

For Government PSUs

Senior Consultant: ₹75,000/- per month

Consultant: ₹50,000/- per month

Location: As per Commission's requirement

Job Type: Contractual

Experience:

- **Senior Consultant:** Minimum 10 years after Graduation in Law
- **Consultant:** Minimum 5 years after Graduation in Law

Remuneration:

Job Description

We are seeking **experienced Legal Consultants** on a contractual basis to support the Commission's legal affairs. The role involves drafting, reviewing, and managing legal documents and coordinating with panel counsels to safeguard the Commission's interests before Hon'ble Courts.

Key Responsibilities

- Draft, review, and vet legal documents, replies, and affidavits for submission before Hon'ble Courts.
- Coordinate and liaise with panel counsels and legal representatives for case preparation and follow-up.
- Provide legal advice on policy matters, statutory compliance, and official decisions.
- Maintain and update legal records, case files, and documentation.
- Ensure timely representation of the Commission's interests before judicial and quasi-judicial bodies.
- Prepare reports, legal briefs, and case summaries for internal and external use.

Required Qualifications

- **Education:** Graduate in Law from a recognized university.
- **Experience:**
 - Senior Consultant – Minimum 10 years post-qualification experience.
 - Consultant – Minimum 5 years post-qualification experience.

- Preferably from Government / Government-aided or funded Autonomous / Statutory / Undertaking / PSU organizations.
- Proven experience in filing replies and affidavits before Courts and coordinating with panel counsels.
- **Computer Proficiency:** Good knowledge of MS Office applications is essential.

Desired Skills

- In-depth knowledge of Indian laws and judicial systems.
- Excellent communication and drafting skills in English.
- Analytical and detail-oriented approach with strong organizational skills.
- Ability to work independently and handle multiple assignments.

How to Apply

Interested candidates may share their **updated CV and relevant documents** at:

 **vaibhav.gad01@gmail.com**

For any clarification, contact:  **+91 89234 90629 (Vaibhav)**

Note:

This is a **purely contractual engagement**. The position does not confer any right for regularization or permanent employment under the Commission.