



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर**  
**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR**  
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**ADVERTISEMENT DATED 14.08.2024 FOR ENGAGEMENT OF  
2 (TWO) LEGAL CONSULTANTS ON CONTRACTUAL BASIS**

**No. B/3609/2022-RIMS:** A Walk-in-interview will be conducted on 29.08.2024 at 11:00 a.m. onwards in the Conference Room of the Director, RIMS, Imphal, adjacent to Director's Office for engagement of 2 (two) Legal Consultants on contractual basis. Interested and eligible candidates are invited to submit their applications, along with all requisite documents of qualifications & experience, as well as their Bio-Data, to the Director, RIMS, Imphal on or before 4:30 p.m. of **27.08.2024**. The details of the post are as follows:

Name & Number of post	Educational Qualification & Experience	Retention fees/pay per month	Upper age limit
Legal Consultant – 02 (two) nos.	<b>Essential Qualifications &amp; Experience:</b> (i) Law Graduate from a recognized University (ii) Registration in the Bar Council of India (iii) 10 years experience of handling court cases, in Supreme Court/Central Administrative Tribunal/High Courts & District Courts (iv) Professional Legal Skills in drafting submissions, proficiency in language. <b>Desirable:-</b> Experience of having worked for Central/State Government or PSU/Autonomous Organization or Society/Trust, owned by State Central Government.	Rs. 56,100/-	55 years

- No TA/DA shall be admissible for attending the interview.
- Method of Selection:** The procedure of selection shall be based on personal interaction with the candidates.
- Tenure of engagement:** The initial engagement of the Legal Consultant will be for a period of six (6) months. This engagement may be extended in six (6)-month intervals, up to a maximum of three (3) years, based on performance and the requirements of this Institute.
- Roles & Responsibilities along with Terms of Engagement of Legal Consultant is attached at **Annexure-‘A’**.

  
14/08/24  
(R.K. Mecot Singh)

Deputy Director (Admn.)

Copy to:

- P.S. to Director, RIMS, Imphal.
- The Medical Superintendent, RIMS. Hospital, Imphal.
- The C.A.O / F.A., RIMS, Imphal.
- The System Administration, RIMS, Imphal – *for uploading the above advertisement in the RIMS website for information.*
- Notice Boards.

## **Roles & Responsibilities of Legal Consultant along with Terms of Engagement, RIMS, Imphal**

### **1. Role & Responsibilities of Legal Consultant:-**

The individual so engaged as Legal Consultant shall perform various duties including the following works:-

- a) Interacting with DSGI and other advocates with regard to court cases and when required.
- b) Drafting of parawise comments and vetting replies to OAs/Writ petitions and summons/notices etc.
- c) Monitoring of court cases pertaining to this Institute and submit a monthly status report of all pending court cases to the Director, RIMS, Imphal.
- d) Extending legal opinion to the Institute on various legal issues including Acts/Rules, Contract/MoUs and regulations/guidelines etc.
- e) Preparation and management of legal documents, contracts, and agreements as required by this Institute
- f) Any other work allocated from time to time by Director, RIMS, Imphal.

### **2. Terms & Conditions:**

- i. He/she shall be paid a consolidated remuneration of **Rs. 56,100/-** per month as retention fees.
- ii. The Consultant shall not indulge in any activity detrimental to the Institute.
- iii. The Consultant shall be required to maintain discipline and absolute integrity.
- iv. The appointment of Legal Consultant is only on contract basis which will not confer any claim for regular appointment in the Institute and contract will be liable to be discontinued any time, at the discretion of the Director, RIMS, Imphal.
- v. The initial engagement of Legal Consultant at RIMS, Imphal, will be for a period of six (6) months. This engagement may be extended in six (6)-month intervals, up to a maximum of three (3) years, based on performance and the requirements of this Institute.
- vi. Legal Consultant will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know.

  
14/08/24