Terms of References for hiring Consultant – Legal Affairs

About RGAVP:

Rajasthan Gramin Ajeevika Vikas Parishad was constituted as a registered society for implementation of all livelihood related programmes in rural areas of Rajasthan. At present, RGAVP is implementing NRLM project. The objective of RGAVP is to support the development of livelihood opportunities for the rural poor, specially women and marginalized groups through:

- Promotion of Community Institutions- Women Self Help Groups, Federations, Producer Organizations
- Financial Inclusion through Project Fund and Bank Linkage
- Providing Livelihood support
- Development of Skills of Rural Youth
- Convergence with other government programmes including various departments for leveraging impact.

Roles & Responsibilities:

Consultant – Legal Affairs will be placed at State Project Management Unit, Jaipur and would be responsible for handling all legal matters and serve as in-house Legal counselor of RGAVP. The consultant will work under the supervision of SPM (Admin) and PD (LPS & SHG). The details of roles and responsibility of the Consultant are as under:

- Provide high quality legal support to RGAVP and documentation and ensure compliance with core processes and procedures.
- Structure, draft and review reports and other legal documents of RGAVP.
- Represent RGAVP in Legal Proceedings.
- Advising and counseling on all Writ Petition and Factual Reports
- Examining of MoU at RGAVP
- Required to vet, draft, review and advise on all contractual documents and all Agreements and provide timely professional advice within the legal framework under which RGAVP operates in.
- Preparation and submission of factual reports and reply in court matters to AAG and AGC on behalf of RGAVP.
- Participating in Tender Committee meetings representing the RGAVP on the Legal front.
- Manage all other ad-hoc requests & undertake special assignments as directed by SPM (Admin), PD (LPS & SHG) and SMD, RGAVP.
Requisite Qualifications

- Candidates must possess LLB with Bar Council License.
- Candidate should previously be a practicing Lawyer in the High Court for at least 7 years in service matters.
- Management with a good exposure in handling legal issues, Writ Petition and examining MoUs.
- Knowledge of Service matters and excellent drafting skills with the ability to provide sound legal advisory opinions.
- Possess strong interpersonal skills and an eye for detail to provide sound legal support.
- Should not be above 45 years of age.

Terms, conditions and Consultancy fee:

- The appointment of consultant will be a period for one year;
- The maximum consultancy fee payable per month is Rs. 70,000 Per Month;
- The consultant will be paid TA/DA as per RGAVP rules.

(Surendra Singh Rathore)
PD/ILFS & ENG/IT, RGAVP Comm DC, FDD
Government of Rajasthan

Department of Rural Development & Panchayati Raj

Rajasthan Grameen Aajeevika Vikas Parishad

(3rd Floor, RFC Block,udyog Bhawan, C-Scheme, Jaipur, Ph: 0141 2388643)


Advertisement

Applications are invited for the post of Consultant – Legal Affairs in Rajasthan Grameen Aajeevika Vikas parishad (RGAVP) on contract basis.

The requisite qualifications for the applicants for the above post would be:

- Candidates must possess LLB with Bar Council License.
- Candidate should previously be a practicing Lawyer in the High Court for at least 7 years in service matters.
- Management with a good exposure in handling legal issues, Writ Petition and examining MoUs.
- Knowledge of Service matters and excellent drafting skills with the ability to provide sound legal advisory opinions.
- Possess strong interpersonal skills and an eye for detail to provide sound legal support.
- Should not be above 45 years of age.

Consultant – Legal Affairs will work under the supervision of SPM (Admin) and PD (LPs & SHG), RGAVP.

Roles & Responsibilities:

Consultant – Legal Affairs will be placed at State Project Management Unit, Jaipur and would be responsible for handling all legal matters and serve as in-house Legal counselor of RGAVP. The details of roles and responsibility of the Consultant are as under:

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(Surendra Singh Rathore) PD (LPs & SHGs) RGAVP Cm DE, RDD
• Preparation and submission of factual reports and reply in court matters to AAG and AGC on behalf of RGAVP.
• Participating in Tender Committee meetings representing the RGAVP on the Legal front.
• Manage all other ad-hoc requests & undertake special assignments as directed by SPM (Admin), PD (LPs & SHG) and SMD, RGAVP.

Entitlements

• The appointment of consultant will be a period for one year.
• The maximum consultancy fee payable per month is Rs. 70,000 pm.
• The term of this consultancy service shall be governed by the circular of Finance (Rules Division) Department, Government of Rajasthan No. F.1(4)FD/Rules/2011/Pt-II dated 27.06.2014;
• The consultant will be paid TA/DA as per RGAVP rules.

Note:

• Selection would be based on interview by the committee constituted for this purpose, however, all the powers to accept or reject the selection are reserved with RGAVP.
• The detailed Terms of Reference for the above post can be seen on official website of Rajasthan Gramene Ajeevika Vikas Parishad www.rgavp.org.
• Eligible candidates are required to apply through an application form alongwith detailed resume and requisite documents should reach this office by post or by through by email at rajeevika@rajasthan.gov.in by 5.00PM on or before January 07, 2019. No application shall be entertained beyond this date.
• RGAVP reserves the right to amend any of the conditions in respect of this advertisement.

(Surendra Singh Rathore)
PD (LPs & SHG)
RGAVP

(Surendra Singh Rathore)
PD (LPS & SHG) RGAVP Gymn DG, ROO