



Agra Municipal Corporation
Invites
Expression of Interest (EOI)
For

“Appointment of one Legal Advisor (on Outsourcing) in Agra
Municipal Corporation”

AGRA MUNICIPAL CORPORATION

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Phone No.: 0562 – 285 0670

EXPRESSION OF INTEREST

Agra Municipal Corporation invites online applications from eligible candidates for “**Legal Advisor on outsourcing**”.

For detailed scope of work and conditions, eligible candidates may refer to EOI which can be downloaded from the AMC website: <https://nagarnigamagra.com>

Amendment to NIA, if any would be published on website only.

The right to accept/reject any or all applications received are reserved without assigning any reason thereof.

DETAILED CONDITIONS & INSTRUCTIONS TO THE APPLICANTS:

1.) Objective of Appointing a Legal Advisor in Agra Municipal Corporation:-

An appointment of a legal advisor in the Legal Department of Agra Municipal Corporation serves several important purposes which mainly includes:-

- a) **Effective Advocacy:** The legal advisor plays a crucial role in advocating for Agra Municipal Corporation's interests in court. By representing the organization in all pending cases, the advisor ensures that its positions and arguments are effectively presented, increasing the chances of favorable outcomes.
- b) **Case Preparation:** The legal advisor is responsible for meticulously preparing all necessary answers and documents related to Agra Municipal Corporation's cases. This ensures that the organization's legal position is thoroughly supported, contributing to strong arguments and comprehensive responses during legal proceedings.
- c) **Expert Legal Guidance:** The advisor provides valuable legal advice to the department, ensuring that all actions and decisions align with the applicable legal framework. By staying updated on relevant laws and regulations, the advisor helps navigate potential legal pitfalls and minimizes legal risks for Agra Municipal Corporation.
- d) **Decision Implementation:** Following the verdict of each case, it becomes the responsibility of the legal advisor to ensure the proper implementation of the court's decision within the department. This includes taking necessary steps to comply with the judgment and integrating it into the organization's operations and policies

2.) Scope of Work:-

- a) **Legal Consultation:** Providing expert legal advice and guidance on matters related to municipal laws, regulations, and governance.
- b) **Contract Drafting and Review:** Assisting in drafting, reviewing, and negotiating various contracts, agreements, and legal documents.

- c) **Litigation Support:** Representing the corporation in legal proceedings, including litigation, arbitration, and administrative hearings.
- d) **Compliance and Risk Management:** Conducting legal audits, identifying areas of risk, and formulating strategies for compliance with applicable laws and regulations.
- e) **Policy Development:** Assisting in the development and review of policies and procedures to ensure legal compliance and good governance.
- f) Legal opinions and memos on specific matters.
- g) Drafting and reviewing legal documents, contracts, and agreements.
- h) Representation in legal proceedings and dispute resolution.
- i) Regular reports and updates on legal issues relevant to the corporation's operations.
- j) Training sessions for staff on legal compliance and risk management.

3.) **Eligibility Criteria**

- a) **Essential Qualification :-** Candidates need to possess a Master's degree in Law (LL.M.) from a recognized university or institution+ 15 years of practice in district/High court level court + As a Lead Advocate must have four successful judgement in his/her favour in last 3 years.
- b) **Preferable:-**
 - Post Graduate in law.
 - Experience of working with Government Department.
 - Experience of working as a Judge in District level courts.
- c) **Age Limit:** There may be an upper age limit up to 65 years for the appointment of a legal advisor, which can vary based on the specific position and department.

4.) **Remuneration**

S.No	Post Name	No. of Post	Remuneration	Appointment Type
1.	Legal Advisor	01	As per the Experience And Negotiable	On outsource basis for 1 year

Note:-

- Travel allowances is payable as per rules for travelling outside the city for work.

5.) Submission of application

Applicants can send their documents with filled application form to email ID-amcagra1@gmail.com with subject name " Application for the post of Legal Adviser" or submit hardcopy before 24 July 2023 time 05:00 PM to the Law department Nagar Nigam Agra.

- Deadline for Submission of application online is on or before 24/07/2023 up to 17:00 Hrs.
- AMC may, at its discretion, extend this deadline for submission of application by amending the application Document.
- Any application received by Agra Municipal Corporation after the application submission deadline will be rejected.

6.) Other Terms and Conditions:-

- a) Candidates may need to be registered with the Bar Council of Uttar Pradesh or any other relevant state Bar Council. A valid and active enrolment as an advocate is typically required.
- b) Candidates are generally expected to have a good character, ethical conduct, and professional integrity.
- c) The outsource period will be of one year and if the work is found satisfactory, the Municipal Commissioner, reserves the right to extend the outsourced period for further years.
- d) If the work is not found satisfactory, the Municipal Commissioner reserves the right to terminate the outsourced contract at any time.
- e) Even under normal circumstances, the Municipal Commissioner will have the right to terminate the services of the working legal Advisor by giving one month's notice / 1 month's honorarium.
- f) If the working legal consultant wants to quit his/her services during the contract period, He/She will have to give written notice at least one month in advance or it will be mandatory to deposit one month's honorarium in the Municipal Corporation Fund.
- g) Please email your Curriculum Vitae (CV) along with the supporting documents on amcagra1@gmail.com by 24/07/2023 till 5:00 PM.
- h) The Applicants are not allowed to modify their application. This may please be noted carefully.