લાઇવ સંવેદનાશીલ અભિવાદન

લાઇવ સંવેદનાશીલ અભિવાદન

નામ: સંદેશ અને પ્રજાનું માન જરૂરી છે.

લિખિત કરેલા નમૃત્યુમાં સંપૂર્ણ અર્જ પત્રક વેબસાઈટ વર્ચસેટ- www.rmbgujarat.org પર ભરી શકાય છે.

ઉપસર્ગીય

નામ: સંદેશ અને પ્રજાનું માન જરૂરી છે.

લિખિત આર્જ પત્રક લવી, નીચે જ્ઞાનવિદ સરનામા ઉપર તા.14/03/2018 સુધીમાં રેસ્ટટ્રે પોસ્ટરી મોકલી આપવાનું રહેશે.
ROADS & BUILDINGS DEPARTMENT
14/1, SARDAR BHAVAN SACHIVALAY, GANDHINAGER

From No. Date: / /2018

(Kindly fill in English only) Photograph

Application for the post of ..............................................................

PERSONAL INFORMATION (in Block Letter only)

First Name : __________________________________________________

Middle Name : _________________________________________________

Last Name : ____________________________________________________

Date of Birth : _________________________________________________

Sex Male ( ) Female ( )

Marital status: Single ( ) Married ( )

Mailing Address (in Block Letters) With pin code Number:

________________________________________________________________

________________________________________________________________

Telephone No.(R)............................................................(M)

E-mail .................................................................

Languages Known: Hindi ( ) English ( ) Gujarati ( ) Other Language ( )

Educational Qualifications:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Educational Qualification</th>
<th>College/University</th>
<th>Name of the Degree</th>
<th>% tages</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduation Degree</td>
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<tr>
<td>2</td>
<td>Master Degree</td>
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<tr>
<td>3</td>
<td>Any other qualification</td>
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<tr>
<td>4</td>
<td>Computer certification/knowledge of computer</td>
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</table>


Experience:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the organization</th>
<th>Designation</th>
<th>Period From</th>
<th>To</th>
<th>Experience in Year</th>
<th>Documents Checked</th>
</tr>
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</tbody>
</table>

Total No. of Experience


Please add extra sheet if require.

Enclosed:

1. Cover letter
2. C.V.
3. Experience Certificate
4. Degree Certificate
5. ID proof

Date: ____________________________ Signature: ____________________________
## Terms of Reference

<table>
<thead>
<tr>
<th>Name of post</th>
<th>LEGAL OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Assignment</td>
<td>To provide Technical inputs, support in matters relating to Court cases and other legal issues relating to Roads &amp; Buildings Department, sachivalay, Gandhinagar.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Joint secretary, to Roads &amp; Buildings Department</td>
</tr>
<tr>
<td>Reporting Officer</td>
<td>Under secretary</td>
</tr>
<tr>
<td>Duty station</td>
<td>Gandhinagar</td>
</tr>
<tr>
<td>Qualification</td>
<td>L.L.B.</td>
</tr>
<tr>
<td>Maximum consolidate Honorarium</td>
<td>@Rs.40,000/- per month, based on qualification experience.</td>
</tr>
<tr>
<td>Age Limit</td>
<td>Maximum 62 Years</td>
</tr>
</tbody>
</table>

### Experience & competencies

- Total 3 Years of experience amongst at least two years' experience at High Court/supreme court is preferred
- Proven ability to handle legal work in department.
- Excellent computer skills, computer literate and conversant with MS office and its application, internet-mail.
- Able to complete target as per timeline.
- Ability to work under under pressure & challenging environment.
- Knowledge of National flagship schemes
- Good documentation analytical, negotiation and writing skills.
- Good knowledge & fluency in English, (both written and spoken)
- Experience of working with Government is an asset will be preferred.
- Proven record of handling legal cases preferably for Government functionaries (from state to grassroots level)

### Specific Duties and responsibilities will include:

- Provide technical inputs in legal issues of Roads & Buildings Department
- Preparation of affidavits, para wise remarks, reports as required by the Govt. pleader.
- Coordinate and liaise with other central/state? District level, various department of the state Government.
- Draft all legal documents related to schemes of Roads & Buildings Department
- Provide regular report/feedback on programme to the secretary, Roads & Buildings Department
- Undertake any other duties assigned from time to time.