



**NMDC LIMITED**

**(A Government of India Enterprise)**

**“Khanij Bhavan”, 10-3-311/A, Masab Tank, Hyderabad-500028, INDIA.**

**Phone: + 91-40-23538713-20 Fax: +91-40-23538711**

**Employment Notification No. 08/2019**

**Date: 04.10.2019**

NMDC Ltd. a **Navaratna** Public Sector Enterprise under the Ministry of Steel, Government of India and a multi locational, multi product and consistently profit making Mining & Mineral Exploration Organization is in the process of massive expansion and diversification activities both in India and abroad.

NMDC is also setting up an Integrated Steel Plant at Nagarnar near Jagdalpur, Bastar District, Chhattisgarh State. The Company is looking for suitable candidate for engagement as Legal Assistant purely on Contract (Fixed Term Basis) to assist Law Department at NMDC Limited, Hyderabad.

**Legal Assistant**

**No of post (01): One**

**Qualification and Experience;**

The candidate should be a Graduate in any discipline with BL/LLB (3 years) or LLB (5 years) from a recognized University. The candidate should also have basic knowledge of Computer Applications/operations.

**Age Criteria:**

Not more than 32 years as on the last date for receiving application.

**Duties and Criteria**

To assist the Law Department in its Office works like maintaining and monitoring of Legal cases, co-ordinate with Lawyers, case works, data collection & management etc.

**Nature & Duration of Engagement:**

The engagement is purely **Contractual**.

The duration of engagement will be for a period of Two year (extendable at the discretion of NMDC subject to requirement of NMDC and satisfactory performance of the Candidate.)

The engagement may be terminated without notice at any time.

**Selection Procedure:**

Selection will be based on Interview, which will be held at Hyderabad. Date, time and venue will be intimated separately.

**Other Conditions of Engagement:**

The Legal Assistant shall be governed by such rules of attendance, leave and other related matters as prescribed from time to time by NMDC Limited.

**Remuneration:**

The selected candidate will be paid a monthly consolidated remuneration amount of Rs. 35,000/- . GST (if any) will be borne by the Company.

**General Information:**

Incomplete/defective applications shall be rejected outrightly and no further communications shall be entertained.

Selected candidates shall give an undertaking on the prescribed format that during the engagement as Legal Assistant, he/she shall not practice in any court of law nor engage him/herself in any professional pursuit.

Interested candidates meeting the above requirements may send in their Bio-data containing post applied for, Name, Father's Name, mailing address, Category (SC/ST/OBC/ Ex-SM/EWS/PwD), Date of Birth, qualification (starting from matriculation with name of Institution/university, percentage of marks, Division, year of passing) specialization, experience (name of employer, date of joining & leaving, designation, pay scale, grade, last pay drawn), nature of experience, if any and other particulars including phone and e-mail id, affixing passport size photograph and copies of certificates to **Jt. General Manager (Pers.) (R&P), NMDC Ltd., 10-3-311/A, "Khanij Bhavan", Castle Hills, Masab Tank, Hyderabad – 500 028 on or before 25.10.2019.**

**GM (Personnel)**