



THE GANDHIGRAM RURAL INSTITUTE

(Deemed to be University)

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU

Ministry of Education (Shiksha Mantralaya), Govt. of India

Accredited by NAAC with 'A++' Grade (4th Cycle)

Walk-in-Interview Notification for the engagement of Legal Officer (Contractual and Temporary Basis)

General duties assigned to the Legal Officer shall include;

- To indemnify GRI and its Authorities from any Legal issues and also to represent GRI and its Authorities in any Judicial enquiries, Labour disputes, Police enquiries etc., connected with GRI on case to case basis with the approval of the Competent Authority.
- To guide and assist in the works related to Legal / RTI matters/ CPGRAMS / PMOPG etc.
- To guide and assist in the works related to Service matters / Consultancy Projects / Statutory Compliances.
- Preparing / Advising / Assisting the Officials / Advocates in Preparing Counter Affidavits / Legal Replies and Correspondences.
- Drafting and vetting MoU, Agreements and other documents entered into by GRI.
- To Coordinate and Liaise with Panel Advocates and Law Firms representing GRI in various Legal and employee related matters.
- To Initiate and pursue appropriate legal action in all relevant cases ensuring timely and effective resolution.
- To Assist in the maintenance of Legal Records and case documentation systematically.
- He / She shall report for duty to the Liaison Officer, Legal Cell and Registrar.
- Other matters assigned by Authorities from time to time.

Essential Qualification and Experience

- B.L / M.L from a reputed Institution/ College/University.
- He / She should be a Registered Legal practitioner
- Experience in dealing Service matters, Tender Procedure, Contract Management, Students issues, drafting and conveyancing etc.,



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REGISTRATION FORM

Legal Officer Post (Temporary)
Walk-in-Interview on _____

Please Affix your
Recent Passport
Size Photo

1.	Name of the candidate			
2.	Gender	Male ☐ Female ☐ Transgender ☐		
3.	Community	SC ☐ ST ☐ OBC ☐ UR ☐ EWS ☐ - Enclose copy		
4.	Date of Birth	<u>DD/MM/YYYY</u> Age _____ - Enclose SSLC Marksheet		
5.	Address for Communication			
	Pin Code			
	Cell No.			
	E-mail.			
	PAN			
	Aadhar No.			
6.	Educational Qualification:	Enclose all Photocopies		
	Diploma/ Certificate Course	(_____ %)		
	10 th	(_____ %)		
	12	(_____ %)		
	UG	(_____ %)		
	PG	(_____ %)		
	Technical Qualification	(_____ %)		
	Computer Knowledge			
7.	Details of Experience – Enclose the copy of Certificates			
	<i>Name of the Post</i>	<i>Name of the University / Institute / Organization</i>	<i>Period of service(s)</i>	
			<i>From</i>	<i>To</i>
				<i>Total</i>
	i).			
	ii).			
	iii).			

Signature of the Candidate

FOR OFFICE USE ONLY

The qualification and experience are mentioned in the notification are verified with the original certificates and found correct. He/she is eligible to attend the Interview.

1.
(Name & Signature)

2.
(Name & Signature)

3.
(Name & Signature)



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Instructions

1. The engagement is initially for a period of six months and extendable on need and performance based.
2. The Candidates are informed to submit **original evidence** of the particulars at the time of interview without fail.
3. The candidates are informed to appear **one hour before** the time allotted.
4. The University reserves the right to fill or not to fill up the post.
5. Preference will be given for Retired Officers from State / Central Govt. Institutions.
6. Minimum 10 years of experience in handling Legal files / Court cases / Educational Institution cases.
7. Monthly remuneration Rs.60,000/- (consolidated)

Date: 06.10.2026 Time: 2.00 p.m

Venue: Faculty Guest House of GRI.