



**Agricultural and Processed Food Products
Export Development Authority (APEDA)
(Ministry of Commerce and Industry, Government of India)
New Delhi-110016**

APEDA invites proposals for engagement of retainer in legal/RTI issues. For details, please visit the appointment/engagement section of our website www.apeda.com.

A S Rawat
General Manager

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT
DEVELOPMENT AUTHORITY**

(Ministry of Commerce and Industry, Govt. of India)

3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, (Opp. Asiad Village), New Delhi

Agricultural and Processed Food Products Export Development Authority (APEDA), an apex organization under the Ministry of Commerce and Industry, Government of India, is mandated with the responsibility for promotion and development of the export of agro products from India. APEDA seeks applications for engagement of a retainer to handle and give advice on legal and RTI matters for a period of two years.

The requisite minimum essential qualifications, experience and scope of work for the retainer is as under:-

QUALIFICATIONS

ESSENTIAL

1. Bachelor Degree in Law from a recognized and reputed university.
2. Must be qualified to appear in any court of law in Delhi and outside.
3. Must be well conversant with the provisions of Right to Information Act and its implementation.
4. Must have sound knowledge of Acts, laws and regulations relating to the export trade agricultural products and corporate and service matters.

DESIRABLE

1. Knowledge of agricultural produce and its products.
2. Knowledge about Foreign Trade Policy and procedures.

EXPERIENCE

1. Minimum 10 years experience of independently working as an Advocate.
2. Experience of working with Central Government Departments/Organizations/Autonomous bodies.
3. Experience and knowledge for drafting petitions on different types of matters,

- agreements, contracts and memorandum of understanding (MOU) etc. independently.
4. Experience and knowledge in handling RTI related matters independently.
 5. Sound knowledge of Corporate Legal Matters, Commercial and Service Matters etc.

SCOPE OF WORK

1. To give legal opinion on various legal matters that may arise from time to time.
2. To advise APEDA on matters related to statutory obligations and maintenance of records etc. as prescribed under various Govt. regulations.
3. To draft pleadings whenever required for court cases.
4. To draft replies on RTI related matters
5. To keep track records of all legal matters pertaining to APEDA.
6. To handle property related matters
7. To draft various correspondences, notices with outside parties
8. Any other related matter as assigned by APEDA from time to time.

CHARGES

A consolidated fee of Rs.5, 000 (Five Thousand Only) all inclusive will be paid per month.

LAST DATE FOR RECEIPT OF APPLICATION

Last date for receipt of applications mentioning educational qualifications and experience addressed to the General Manager (P&A) is 31st December 2009