



National Horticulture Board
Ministry of Agriculture, Government of India
Plot No. 85, Sector – 18, Institutional Area,
Gurgaon – 122 015 (Haryana)
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Applications are invited for the post of Chief Consultant (Legal) and Chief consultant (Hindi/Media) on contractual basis under TSG of MIDH (NHM) at Delhi initially for a period of one year extendable based on annual performance evaluation. The remuneration commensurate with qualification/ experience. The applications must reach to Managing Director within 10 days of publication of advertisement with a copy to Ms. Anuradha Vemuri, Additional Commissioner (Hort.) Room No. 147, Krishi Bhawan, New Delhi – 110001 (Email: anuradha.vemuri@nic.in)

Chief Consultant (Legal)

Qualifications required

Essential : Minimum qualification of a degree in Law from a recognized University.

Experience:

- a) Have atleast 4-5 years of experience of handing court cases in High Court/ Supreme Court.
- b) Experience in drafting of affidavits, applications and SLPs.

Knowledge and skills:

- a) Capability to function collaboratively and productively, in multidisciplinary environment.
- b) Ability to represent the organization in interactions with Central & State Government and other stakeholders.
- c) Track record of implementing innovative ideas and schemes in day to day working.
- d) Ability and willingness to travel extensively.
- e) Interpersonal and management skills with ability to work in a deadline-driven environment.
- f) Possess team working capability.
- g) Good command over MS-Office/ Internet.
- h) Good communication skills in English and Hindi, both written and verbal.

Job Description:

- a) The Legal Consultant will assist Horticulture Division in Department of Agriculture & Cooperation, Ministry of Agriculture to give infrastructural support for handling issues related to law to ensure effective implementation of Horticulture scheme.
- b) To assist in drafting of replies to various complaints and legal cases related to Horticulture.
- c) To pro-actively monitor all legal issues and judicial cases in the area of Horticulture and assist in briefing the Senior Government Counsel about the cases.
- d) To maintain follow up of all cases, case files and tracking court hearings to ensure timely and effective action.
- e) To monitor implementation of court orders & judgments.

Chief Consultant (Hindi/Media)

Qualifications required

Essential : Minimum qualification of Post-Graduate degree from a recognized University.

Eligibility criteria:

The consultant proposed for engagement shall be well acquainted with the functioning of the Central Government Ministries/ Departments. Persons retired from the post of Assistant Director (Hindi)/ Senior Hindi Translator/ Junior Hindi Translator from Central Government Ministries/ Departments having experience in the above field shall be given preference.

Duty :

- Preparation of briefing material in Hindi.
- Translation of Publicity material, Parliament Questions and other related matters from English to Hindi and vice versa.

Duration :

The candidate selected will be appointed purely on contractual basis initially for a period of one year. Further extension on year to year basis will be considered based on work performance and the need for the specific post.

Communication and Drafting skill:

Should have good communication and interpersonal skills with a strong flair for in depth handling of work relating to translation work from English to Hindi and vice versa.