

Indian Red Cross Society
New Delhi.

10th July, 2024.

Subject:- Invitation of application for the post of "Law Officer" from Government Officers retired at the level of Section Officer or Under Secretary or Deputy Secretary.

Indian Red Cross Society (IRCS) was established under the Parliament Act XV of 1920. It is the largest statutory humanitarian organization that works as Auxiliary to the Government and Armed Forces Medical services. It contributes to saving lives and protecting livelihoods, provides relief in times of disasters and other emergencies. The Hon'ble President of India is the President of the Society and the Honble Union Minister for Health & Family Welfare, Govt. of India is the Chairman of the Society.

2. IRCS is inviting applications in the prescribed proforma from retired Government Servants, retired at the level of Section Officer or Under Secretary or Deputy Secretary to the Govt. of India to be engaged on contract basis as "Law Officer". The applicants should have thorough knowledge and experience of dealing with legal matters, court cases, property related work, drafting para-wise comments, RTI and Govt rules & regulations and able to liaise with the local authority/Legal Counsels to ensure compliance with laws. Law Graduates is preferable.

3 Remuneration shall be as per guidelines of Department of Expenditure.

4. Engaged incumbent may exit the contract after giving 30 days notice. Similarly, IRCS may also dis-engage any incumbent after giving him 30 days notice.


5. IRCS reserves the right to accept/ reject any or all applications received in response to this notice without assigning any reason.

6. The working hours are from 9.30 AM to 6.00 PM from Monday to Friday. In case of urgency, one should be prepared to work on weekends and holidays as well.

7. They will be entitled two days leave per month.

8. How to apply: Completed application (as per Annexure) should be sent in the prescribed proforma to Joint Secretary, Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001.

9. The last date for receiving applications is 9.8 2024. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.



(Satya Devan.K)
HR Manager

APPLICATION FORM

FOR ENGAGEMENT AS "LAW OFFICERS" ON CONTRACT BASIS FROM RETIRED SECTION OFFICERS OR UNDER SECRETARIES /DEPUTY SECRETARIES level from Ministries/Departments/Autonomous bodies/Govt of NCT of Delhi

1. Name of the officer : _____
2. Address/Contact details : _____

3. Name of the parent department/service from where superannuated : _____ (In capital letters)
4. Designation at the time of Superannuation _____
5. Copy of PPO
6. Date of superannuation : _____
7. Date of Birth: _____ (below 64)
8. Details of the posts held during the service: _____
9. Whether retired on attaining the age of Superannuation or voluntary retirement: _____
10. Whether any penalty was imposed during the service: _____
11. If yes, details thereof: _____
12. Whether in sound health-both physically and mentally: _____
13. Attach a brief profile indicating the area of expertise and interest: _____

(Please use separate sheet(s) if needed)

(signature)
Name: _____
Permanent/Present Address: _____

Contact Number: _____
Email ID:-----

Place: _____
Date: _____