



## NATIONAL RESEARCH DEVELOPMENT CORPORATION

An Enterprise of DSIR  
Ministry of Science and Technology, Govt. of India

NRDC is an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/universities and IPR and Technology Transfer services. NRDC requires an **Deputy Law Officer/ Assistant Law Officer** on regular basis for its Headquarters at New Delhi:-

Advertisement No.	05/2023
Name of Post:	Deputy Law Officer (DLO) / Assistant Law Officer (ALO)
No. of posts	One (01)
Maximum Age limit	DLO - 35 years as on closing date ALO – 30 years as on closing date (Relaxable for SC/ST/OBC/ESM candidates in accordance with the instructions or orders issued by Central Govt of India from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of application as announced in the notification.
Educational qualification	LLB Degree from a recognized university
Experience	DLO - Minimum 05 yrs relevant experience in Legal Deptt. of a Company or at bar or in Govt. Sector out of which preferably 02 years in PSU. ALO - Minimum 03 yrs relevant experience in Legal Deptt. of a Company or at bar or in Govt. Sector out of which preferably 01 year in PSU..
Mode of Selection	Selection will be made through Personal Interview by the Selection Committee.
Pay & allowances	DLO - Rs.40000-140000 (IDA Pattern). Total Pay Rs.71,490/- (Approx.) + Perks ALO - Rs.30000-120000 (IDA Pattern). Total Pay Rs.54,870/- (Approx.) + Perks
Job Description	<ul style="list-style-type: none"><li>- Monitoring all Court/Arbitration Cases filed for and against the Corporation;</li><li>- Drafting/scrutinizing of all kinds of legal documents viz. License Agreements, MOUs/MOAs, deeds, contracts, bonds, guarantees, collaboration agreements, export documents, complaints, written statements, affidavits etc.;</li></ul>

- Familiarization of Civil, Industrial, Commercial Criminal, Taxation, Labour, Property and IPR Laws;
- Sound knowledge of latest decisions in Supreme Court and High Court cases, legislations;
- Dealing with Advocates/Solicitors' firms and Arbitrators;
- Compliance with statutory requirements under various Acts and laws of land;
- Responsible for examining/preparing the reply of all court matters and vetting legal documents viz. MOA/MOU/Licence Agreements/Assignment Deeds etc.;
- Conducting/appearing as legal representative of the Corporation in adjudication, arbitration, conciliation domestic enquiry proceedings before I.O. or judiciary in the pending litigation matters in various courts of law/arbitrators etc.;
- Ensure review of orders/decrees/Awards passed by the Hon'ble Courts and execution of award in various courts in the country and also responsible to give legal opinion to challenge the same in the next higher court against the orders/judgements delivered by the lower courts;
- Rendering legal opinions/advice in service matters/conduct and discipline;
- providing legal opinions and any other work as required from time to time.

Note : Application Fee payable - Rs.500/- by way of DD in favour of NRDC payable at New Delhi (No fee for SC/ST/PwD/ESM)

**General Terms & Conditions for all the candidates :-**

1. Age relaxation/concessions etc. to SC/ST/OBC/EWS/PWD/XSM and widowed/divorced women etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form for claiming relaxation/concession.
2. All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format.
3. Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. However, an advance copy can be forwarded beforehand. The applicant shall ensure that the application must reach before the closing date.
4. The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of test for verification.
5. The Corporation reserves the right to amend/alter/change/modify the pay scale/designation/number of posts or any or all of the conditions if necessary or cancel the advertisement without assigning any reasons thereof.
6. Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy

contact.

7. The Corporation reserves the right to screen and call only such candidates who are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
8. The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
9. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for test/interview/outcome of interview.
10. The candidate is responsible for the correctness of the information provided in the application.
11. Any candidate who has ever been arrested/prosecuted/detained/fined by a Court of Law or against whom a criminal case stands registered and/or is under investigation or pending trial or who has been convicted by a Court of law or discharged/expelled/withdrawn from School/any training institution should disclose the same in the application form.
12. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated
13. No TA /DA will be payable for attending the interview.
14. The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized by NRDC for the purpose.
15. Though the initial posting will be at New Delhi but he/she may be transferred/posted anywhere within or outside the country as the post is transferrable.

**How to apply :-**

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at [jobs@nrdc.in](mailto:jobs@nrdc.in) and must also forward a printout of the application alongwith application fee of Rs.500/- by way of DD in favour of NRDC payable at New Delhi (No fee for SC/ST/PwD/ESM candidates) post within 15 days (i.e. 15<sup>th</sup> September 2023) of publication of the advertisement at the following address:

The Manager (P&A)  
NRDC, 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.



## NATIONAL RESEARCH DEVELOPMENT CORPORATION

An Enterprise of DSIR  
Ministry of Science and Technology, Govt. of India

NRDC, an enterprise of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India is engaged in the development, promotion and transfer of technologies emanating from various national R & D institutions/ universities. The Corporation offers its IPR and Technology Transfer services in wide areas like: Chemical, Agro & Food processing, Life Sciences, Mechanical, Electrical & Electronics and it acts as an effective catalyst translating innovative research into marketable industrial products. NRDC has the largest repository of Indian technologies and licensed about 2500 technologies to more than 5000 entrepreneurs/ startups/ institutes/ corporate.

The Corporation has been organizing various events and is also participating in several events organized by various other agencies across the country on a regular basis. Hence, there is a need of an appropriately qualified and experienced personnel to handle the publicity matters of the Corporation. There is also a need of having a strategic communication expert who can collate information internally and use the same for enhancing the visibility of the activities of the Corporation.

NRDC is looking for qualified and enthusiastic persons on contractual basis to coordinate its activities as Technical personnel viz. Asstt. Development Engineers & Technical Assistant.

<b>No. of vacancies, Reservation, Pay Scale and Age Limit, Place of posting etc.</b>	<b>Qualifications &amp; Experience</b>	<b>Nature of Job</b>
Assistant Development Engineers (Two)  Graduate: Rs.35,000/- Post Graduate : Rs.40,000/- Doctorate : Rs.45,000/-	<u><b>EQ &amp; Experience</b></u> B.E./B. Tech in Mechanical/ Metallurgy/ Mechatronics/ Electronics & Communication from a recognized university preferably with 2 years' post	<ul style="list-style-type: none"> <li>• Preparation of Feasibility Reports, Proforma Invoices and Marketing kits etc.</li> <li>• Preparation of PTNs etc.</li> <li>• Transfer of Technology and Marketing</li> <li>• Assisting in development and formulation of marketing strategy</li> <li>• Assisting in Erection and Commissioning of Turnkey Projects</li> <li>• Assisting in development of Basic Engineering Design Package</li> </ul>

<p><b>Age Limit : 35 years on closing date</b></p>	<p>qualification experience in Research/ Industry/ Technology Transfer in a reputed manufacturing company.</p> <p>Desirable: Master degree in the relevant stream from a reputed university/institute.</p>	<ul style="list-style-type: none"> <li>• Export of Technologies and setting up of Technology Demonstration and Entrepreneurship Park</li> <li>• Liaison with Research Labs/Institutes for assignment of new technologies</li> <li>• Evaluation of processes and upgradation of new technologies / project implementing OS and industry partners under the scheme.</li> <li>• Evaluation of process and upgradation of new technologies assigned to the company.</li> <li>• Design and Consultancy</li> <li>• Timely updation of monitoring portal/ website for MHI CG Scheme.</li> <li>• Any other work assigned by NRDC</li> </ul>
<p><b>Technical Assistant</b> for NRDC Outreach Centre, Pune (One)</p> <p>Graduate: ₹.35,000/-</p> <p><b>Age Limit : 28 years on the closing date.</b></p>	<p><b><u>EQ &amp; Experience</u></b> Graduate degree in Engineering from a recognized university preferably with one year post qualification experience in Research/ Manufacturing Industry/ Consultancy Organization/ Technology Transfer in a reputed manufacturing company.</p> <p><b><u>Desirable Qualification:</u></b> Qualified Patent Agent with valid Registration</p>	<ul style="list-style-type: none"> <li>• Collaboration with R&amp;D institutions, universities, etc. for providing services in the area of intellectual property protection and technology commercialization.</li> <li>• Sourcing, evaluating and acquiring technologies.</li> <li>• Assisting R&amp;D and industry clients in patent search, literature search, product search, filing patents and providing consultancy on IPR protection.</li> <li>• Preparation of pre-feasibility reports, technical and pre-technical notes / reports for viable technologies, marketing kits, etc.</li> <li>• Identification of projects and assisting clients in seeking funds.</li> <li>• Marketing and Licensing of technologies to clients within country and abroad</li> <li>• Follow-up with licensee's and collection of royalty</li> <li>• Facilitation of filing of patents and other IP in India and in other countries of the R&amp;D Organizations, Public Sector Enterprises, Individuals, etc and organizing IP awareness workshops throughout the country</li> <li>• Getting Basic Engineering Design Package, Market Surveys, feasibility and pre-feasibility report preparation, socio-economic impact assessment study reports, etc. done for potential technologies identified for commercialization.</li> <li>• Organizing seminars, workshops, conferences, sector-</li> </ul>

		<p>specific industry meets and other events of the Corporation.</p> <ul style="list-style-type: none"> <li>• Facilitate in promoting all the Promotional Schemes of the Govt. of India that are implemented by the corporation.</li> <li>• Any other specific tasks assigned by NRDC from time to time.</li> </ul>
--	--	--

**Note:**

- The engagement will be purely temporary on contract basis and will be co-terminus with the project tenure.
- The Corporation reserves the right to renew or extend further engagement at its discretion on the basis of performance and need.
- The person engaged on contractual basis shall have to execute a bond and a secrecy agreement with the Corporation.
- The incumbent engaged on contract will not have any claim, implicit or explicit, for consideration against any regular post in the Corporation.
- Contract may be terminated at any time by giving one-month notice by either side.

**General information for all the candidates including Terms & Conditions :-**

- Age relaxation/concessions etc. to SC/ST/OBC/EWS/PWD/XSM and widowed/divorced women etc. as per Govt. of India Guidelines. Necessary certificate must be enclosed with the application form for claiming relaxation/concession.
- All reserved category candidates shall submit attested copies of the latest Caste Certificate issued by the Competent Authority on the prescribed format.
- Candidates employed in Government and Semi-Government Organizations, Defence Forces, Public Sector Undertakings, must apply through proper channel without which their candidature will not be considered. The applicant shall ensure that the application must reach before the closing date.
- The short-listed candidates will be required to bring Original Certificates/ Testimonials and a photocopy of each of them at the time of interview.
- The Corporation reserves the right to amend/alter/change/modify the number of posts or any or all of the conditions if necessary or cancel the advertisement without assigning any reasons thereof.
- Candidates are requested to provide their active email Id/Mobile phone numbers/Landline phone No. in the application form for easy contact.
- The invitation to candidates for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

- The Corporation reserves the right to screen and call only such candidates as are found Prima Facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect false, the candidature/appointment is liable to cancelled/terminated
- No TA /DA is payable for attending the interview.
- The selected candidates have to join the duty within one month of receipt of the offer letter alongwith medical fitness certificate from the hospital recognized by NRDC for the purpose.
- Though the initial posting will be as mentioned against the post but he/she may be transferred/posted anywhere within or outside the country as the posts are transferrable.

**How to apply :-**

Interested candidates must send application in the prescribed format enclosed at **Annexure-I** directly on email at [jobs@nrdc.in](mailto:jobs@nrdc.in) and must also forward a printout of the application by post alongwith application fee of ₹.100/- (for contractual posts) by way of DD in favour of NRDC payable at NRDC (No fee for SC/ ST/ PwD/ ESM) within 15 days (i.e. 15<sup>th</sup> September 2023) of publication of the advertisement at the following address:

The Manager (P&A)  
NRDC, 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.

---

# Application Form

## NATIONAL RESEARCH DEVELOPMENT CORPORATION

20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
NEW DELHI-110048.

### **Brief Bio-Data**

*(To be filled and submitted along with the application)*

Please attach  
passport size  
photograph

<b>Post Applied for:</b> _____
<b>Discipline</b> : _____

1 Name (in Block Letters) : Dr./Mr./Mrs/Miss \_\_\_\_\_

2 (a) Communication Address :  
(In Block Letters)

(b) Permanent Address :  
(In Block Letters)

- i) Phone No.
- ii) Mobile No.
- iii) Email ID

3. Father/Husband's name :

4. Date of Birth :  
(As per Matriculation Certificate/Aadhar Card)

5 Gender : Male/Female :

6 Marital status : Married / Single :

7. Religion :

8 Whether Reservation Category Belongs to : SC/ST/OBC/EWS/XSM/PH/GENERAL  
(If yes, please attach certificate)

### 9. Educational Qualifications :

Examinations passed (Enclose Marks Cards / Certificates)	Discipline/Name of qualification	Percentage of Marks	Year of passing	Examining Body/University	Remarks, if any
Secondary (10 <sup>th</sup> ) or its equivalent					



Sr. Secondary (12 <sup>th</sup> ) or its equivalent					
Bachelor's Degree					
Master's Degree					
Others viz. M.Phil Ph.D etc.					
Diploma/P.G. Diploma 1. 2. 3. 4. 5.					

**10. Professional Qualifications/Trainings, if any :**

Qualifications	Grade/ Percentage of Marks	Year of passing	Examining Body/University	Remarks

**11. Experience:**

(Starting from current position in descending order)

*(Please attach separate sheet if the space is insufficient)*

Name of Organization	Designation/Post with pay scale/Salary Drawn	Period	Brief detail of assignments
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	
	<b>Design.:</b>	<b>From</b>	
	<b>Pay Scale:</b>	<b>To</b>	
	Salary Drawn	<b>Yrs.</b>	

12. Award and Prizes (if any)

13. Extra curricular activities

14. Name of two references:-

1.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

2.Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

Place:

Date:

*Signature of the candidate*