



Date-15.05.26

Notification Regarding Expressions Of Interest For Engagement aLegal Counsel On a Monthly Retainership Basis

Sub.: Engagement of Legal Counsel on a monthly retainer ship basis for NIFT Patna - Reg.

Scope Of Work:

The Legal Counsel shall provide legal opinions on service matters, contracts, disputes, and other institutional issues; draft replies to grievances, complaints, representations, RTIs, and court cases; assist in drafting legal notices, affidavits, counter-affidavits, agreements, MoU's, and related documents; coordinate with standing counsel and advocates handling matters before courts and tribunals; attend meetings, whenever required, for legal consultation; and provide urgent legal advice on priority matters within stipulated timelines.

Terms And Conditions Of Engagement:

The engagement shall be purely on a retainer ship basis and shall not be construed as regular employment. The initial tenure shall be one year, extendable based on performance and requirement.

1. The Legal Counsel shall maintain strict confidentiality of all official documents and information.
2. The Counsel shall ensure the timely submission of legal opinions and draft documents.
3. No additional remuneration shall be payable except the retainer ship fee, unless specifically
4. The initial tenure shall be one year, extendable based on performance and requirement.
5. The Counsel shall ensure the timely submission of legal opinions and draft documents.
6. The Counsel shall not represent any party against NIFT or its Campuses during the period of engagement.
7. The engagement may be terminated by either side with one month's notice or payment in lieu thereof.
8. The Campus shall have the right to discontinue services in the event of unsatisfactory performance or a conflict of interest.
9. The Counsel shall be required to be available physically or virtually as per the requirement.
10. All applicable statutory deductions (if any) shall be made as per rules.

Eligibility Criteria:

1. The applicant must be a qualified legal practitioner/advocate enrolled with the Bar Council of India/State Bar Council.
2. Minimum 5-7 years of experience in handling service matters, arbitration, contracts, and court cases, shall be preferred.
3. Experience of working with Government Departments/Autonomous Bodies/PSUs/Academic Institutions shall be preferred. The applicant should have sound knowledge of service laws, contract law, and administrative law. The applicant should not have any conflict of interest with NIFT. The applicant must have a good professional standing and reputation.
4. For the individual, age should not exceed 62 years.

Mode To Apply & Last Date To Submit Application: Eligible candidates to send their detailed CV with relevant credentials/ qualification/ experience certificates to director.patna@nift.ac.in on or before 29th May, 2026.

Retainership Fee:

The Legal Counsel shall be engaged on a monthly retainer ship fee of Rs. 25,000/- (Rupees Twenty-Five Thousand only) and TDS shall be deducted at the applicable rates. No additional remuneration shall be payable except the retainer ship fee, unless specifically approved by the Competent Authority for court appearances or special assignments.

Selection Process:

Shortlisted candidates may be called for an interaction/interview if found suitable to assess suitability.

Reporting & Monitoring

The performance of the Legal Counsel shall be reviewed periodically by the Campus Director. Continuation/renewal shall be based on performance, responsiveness, and institutional requirements.



Director, NIFT, Patna