

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : **LEGAL AFFAIRS OFFICER (on a contract basis of one year)**

FLAT SALARY : **Rs 35,000**

QUALIFICATIONS : A. A degree in Legal Studies or Law from a recognized institution
B. Candidates should :-
(i) reckon at least three years' experience in dealing with court and legal matters/proceedings;
(ii) have good interpersonal and communication skills;
(iii) be assertive, tactful and capable to work under pressure and tight deadlines.
(iv) have high sense of responsibility and confidentiality
(v) be computer literate

Note : Experience as Barrister would be an advantage

ROLE AND RESPONSIBILITIES : To be responsible to the Director for all legal matters pertaining to the Authority.

DUTIES : 1. To handle court matters and proceedings.
2. To advise the Authority on legal matters and Industrial Disputes
3. To consult the State Law Office as and when required
4. To assist the Authority in the drafting of rules, guidelines, directives, policies, procedures, standards and conditions or other similar instruments.
5. To ensure that relevant laws, rules, guidelines and directives are being complied with.
6. To provide reports on a regular basis, and as directed or requested.
7. To carry out enquiries into complaints regarding Private Secondary Schools and advise the Authority.
8. To perform such other duties related to the main duties listed above or related to the delivery of output and results expected from the Legal Affairs Officer in the roles ascribed to him.

CONDITIONS OF SERVICE : As per PRB 2016.