

Engagement of Law Firm in National Monuments Authority, New Delhi

The National Monuments Authority (NMA) intends to engage a law firm for legal advice, support and services relating to its area of work and functions under AMASR Act, 1958 and Rules made thereunder. The law firm would be required to deal with all legal matter of NMA , render all kinds of legal services including advisory, opinions, interacting with legal counsels and advocates, drafting and vetting of pleadings, coordination and monitoring of legal cases etc. They are also to interact with the Ministry of Law and Justice, if required. The law firm shall provide dedicated services of atleast one senior legal consultant and depute, in the office of NMA, one associate well versed with AMASR Act and Rules having minimum 15 years overall experience in the field of law/legal practice. The senior legal consultant/partner of the firm shall have minimum 3 years experience of having dealt with the work pertaining to the AMASR Act 1958 and Rules made thereunder, as a senior legal consultant or senior legal retainer preferably for the Ministry of Culture, Govt. of India or the Archaeological Survey of India. The interested law firms, with their detailed profile and work experience of partners and associates, clearly specifying the relevant and requisite experience, together with their fee quoted on the monthly retainership/consolidated basis, may send their applications to the Member Secretary, National Monuments Authority, 24 Tilak Marg, New Delhi – 110001 so as to reach this office on or before 9.12.2017. Applications received after 9.12.2017 will not be considered.



Chaitanya Sharma
Administrative Officer
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Duties of Sr. Legal Consultant

- I. Supervising and coordinating all court cases.
- II. Interacting with the Ministry of Culture, Ministry of Law and field offices of Archaeological Survey of India.
- III. Interacting with ASG's CGSC's and other advocates with regard to court cases as and when required.
- IV. Drafting/correcting replies and for application with regard to court cases.
- V. Extending guidance/legal opinion to field officers related to court cases and other legal matters.
- VI. Extending legal opinion to NMA on various matters.
- VII. Supervising work of legal consultant.
- VIII. Any other legal work allotted.

Duties of Associate (to be deputed in the office of National Monuments Authority on regular basis for better coordination)

- I. Supervising/monitoring all court cases.
- II. Drafting/framing/processing, parawise replies application related to court cases.
- III. Interacting with field officers in connection with court cases.
- IV. Maintaining register/record related to court cases.
- V. Assisting Sr. Legal Consultant and other higher officers of NMA.
- VI. Any other legal work allotted.

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