



**K R NARAYANAN  
NATIONAL INSTITUTE of  
VISUAL SCIENCE & ARTS**

Thekkumthala, Kanjiramattom P.O., Kottayam, Kerala - 686 585 - Email : krnnivsa@gmail.com. Phone : 0481-2706100, 2706112

No. 727/A1/KRNNIVSA/2021

18.05.2021

**K.R. Narayanan National Institute of Visual Science & Arts, Thekkumthala, Kottayam.**

**Notice Inviting Expression of Interest (EOI) for the selection of Standing Counsels.**

K.R.Narayanan National Institute of Visual Science and Arts established by the Government of Kerala is an innovative venture in professional film/audio visual training and a research centre of International standards. The Director of the Institute invites Expression of Interest from practicing advocates/legal advisors/experienced solicitor's or legal firms for the selection of Standing Counsel for the Institute to provide expert and specialized services on legal matters related to various activities/actions covered within various Acts, laws, rules and regulations etc. The requisite essential qualification, experience and scope of work for the Standing Counsel are as under:-

**Essential Qualification:-**

1. Must have Bachelor's Degree in Law from a recognized and reputed university.
2. Must be registered with Bar Council of India and should be qualified to present before all courts of law to safeguard the interest of the Institute as and when required.
3. Must have sound knowledge and experience of working on various Acts, laws and regulations including matters relating to Right to Information Act.

**Experience:-**

1. Minimum 7 years of practical working experience in various courts of law.
2. Must possess experience of working and advising other State Government Departments/Organizations/Autonomous and Statutory bodies.
3. Not less than 7 years experience of filling and drafting of petitions, counter affidavits, replies to be submitted to various Courts of Law on different types of matters, agreements, contracts and memorandum of understanding (MoU) etc. independently.
4. In depth knowledge and experience on matters related to Right to Information Act.

**Scope of work:-**

1. To provide expert legal opinions on various matters which will arise from time to time in the day to day working of the Institute.
2. To provide legal opinions and advices with reference to rules, regulations and procedures related to statutory obligations and matters related to maintenance of records etc.
3. To draft petitions, counter affidavit /replies to be submitted to various courts in legal cases.
4. To draft replies on RTI related matters.
5. To assist and keep track of all the legal cases/matters pertaining to the Institute in any court of law.

6. To extend legal advices on matters related to property owned or hired by the Institute.
7. To draft correspondences, legal notices and other related matters.
8. Any other matter related to legal advices assigned by the Institute from time to time.

### **Tenure of engagement**

The initial engagement will be for 2 years or until further orders whichever is earlier. Performance of the advocate shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate, the engagement may be renewed for a period not more than one year by the Director. The engagement of the Counsel would be terminable on one month's notice in writing by the Advocate and two month's notice by the Institute without assigning any reason thereof.

### **Right to accept or reject any or all Expressions of Interest.**

The Director of the Institute reserves the right to accept or reject any or all Expressions of Interest and to annul the selection process at any time without assigning any reason thereof.

### **Charges/Fee:-**

Consolidated charges/fees including service charges, taxes etc. for the above mentioned work on monthly basis/ case to case basis may be quoted under sealed cover.

### **Last date for receipt of application:-**

The Application/EOI addressed to “The Director, K.R.Narayanan National Institute of Visual Science and Arts, Thekkumthala, Kottayam-686585” should reach the Institute not later than **5 p.m on 07/06/2021**. Interested advocates/legal advisors fulfilling the requirements may submit their Expression of Interest in their Letter Head along with their profile, details of empanelment in other similar organisation, if any, with copy of registration and details of expertise and experience. **The Application should be accompanied by a non-refundable fee of Rs.500/- (Rupees five hundred only) in the form of Demand Draft in favour of the Director, K. R. Narayanan National Institute of Visual Science and Arts payable at Kottayam.**

Sd/-  
Director