

**ADVERTISEMENT**

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT  
AUTHORITY**

**(Ministry of Commerce and Industry, Govt. of India)**

3<sup>rd</sup> Floor, NCUI Building, 3 Siri Institutional Area,  
August Kranti Marg, (Opp. Asiad Village), New Delhi-110016

**Invitation of Expression of Interest**

APEDA invites proposals for engagement of a Delhi based solicitor to advice on legal matters. For details, please visit the appointment/engagement section of our website [www.apeda.gov.in](http://www.apeda.gov.in).

**General Manager (P&A)**

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Agricultural and Processed Food Products Export Development Authority (APEDA), an apex organization under the Ministry of Commerce and Industry, Government of India, is mandated with the responsibility for promotion and development of the export of agro products from India. APEDA invites application from established solicitor's firms / companies/practicing advocates/legal advisors for engagement to provide expert and specialized services on legal matters related to various activities/actions

covered within various Acts, laws, rules and regulations of the land with special reference to Right to Information Act, Act and rules related to international trade and services matters for Central Government employees etc.

The requisite essential qualification, experience and scope of work for the solicitor are as under:-

**Qualification**

**Essential:-**

1. 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 of the land to defend the interest of APEDA as and when required.
3. Must have sound knowledge and experiences of working on various Acts, laws and regulations especially those relating to Right to Information Act and its implementation, international trade and other regulations related to export trade with special reference to agricultural products and corporate services matters.

**Desirable:-**

1. Practical knowledge with reference to agricultural produce and its products.
2. Working knowledge about foreign trade policy of India and related procedures.

**Experience:-**

1. Minimum 10 years of practical working experience in various courts of law of the land.
2. Must possess experience of working and advising other Central Government Departments/Organizations/Autonomous and Statutory bodies.
3. Not less than 10 years experience of filling and drafting of petitions, counter affidavits, replies to be submitted to various Courts of Law of the land on different types of matters, agreements, contracts and memorandum of understanding (MoU) etc. independently.
4. In depth knowledge of and experience on matters related to Right to Information Act.
5. Sound knowledge of corporate legal matters, matters related to trade and commercial laws and matters related to service matters of the employees in Central Government.

**Scope of work:-**

1. To provide expert legal opinions on various legal matters which arises from time to time in day to day working of the Department.
2. To provide legal opinions and advices with reference to rules, regulations and procedures related to statutory obligations and matters related to maintenance on records etc as prescribed under various Government Regulations.
3. To draft petitions, counter affidavit /replies to be submitted to various courts of the land in legal cases.
4. To draft replies on RTI related matters.
5. To assist and keep track of all the legal cases/mattes pertaining to APEDA in any court of law.
6. To extend legal advices on mattes related to property owned or hired by APEDA in the country.
7. To draft correspondences, legal notices and other related matters to be dealt with national/ international outside parties.
8. To visit APEDA office minimum once in a fortnight plus as and when required to discuss legal matters with APEDA officers as mutually decided. In case the legal firm's advocate does not visit APEDA, appropriate deduction in fee will be made.
9. Any other matter related to legal advices assigned by APEDA from time to time.

**Charges/Fee:-**

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

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

The applications explaining the required qualifications and experiences etc., may be addressed to General Manger (P&A), APEDA on the address given above so as to reach office of APEDA within fifteen days of appearance of the advertisement in the Newspaper.

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