



**LEGAL OFFICE**  
**ANNA UNIVERSITY, CHENNAI – 600 025**

**LEGAL COORDINATOR**

**Phone:** + 91 44 2235 7012  
**Email:** aulegalcoordinator@gmail.com

AU / LO – 01 / Recruitment / 2023 – 24

Date: 04.01.2024

**RECRUITMENT NOTICE**

Anna University, is one of the reputed technical Universities in the Country, producing professionals with profound technical knowledge & skills with ethical values, and significantly contributing for the economic and societal development through excellence in Teaching, Research & Consultancy. The University administers 4 Main campuses (CEG, MIT, ACT & SAP), 16 Constituent Colleges and all Affiliated Engineering Colleges in the State. Legal Office of the University coordinates all the legal matters such as Coordination of Standing Counsels, Drafting Affidavits and Counter-Affidavits, Drafting of Statutes, Vetting of Memorandum of Understanding (MoU), Agreements, Tender documents, etc. **Last date to submit application for engagement of 'Legal Officer (Liaison)' is extended up to 07.02.2024**

Anna University invites applications from experienced legal personnel for the temporary engagement of the following position.

<b>Name of the Position</b>	:	Legal Officer (Liaison)
<b>No. of Positions</b>	:	01
<b>Consolidated Pay</b>	:	Rs. 50,000 – 60,000 per month
<b>Essential Qualification</b>	:	Must be a graduate in Law (B.L / LLB) from a recognized Institution / University.  Possession of Master's degree in law is desirable.
<b>Experience</b>	:	Should possess a minimum of 05 years of post-qualification experience in handling legal matters related to Education, Service and Company laws and acts.

**Age** : Not exceeding 62 years on the day of notification.

**Tenure** : One year, which shall be extendable up to another one year, based on the satisfactory performance.

**Roles & Responsibilities :**

- ❖ Report and discuss with the Legal Coordinator of the University, on daily basis in respect of all legal proceedings and provide opinion for necessary action.
- ❖ Coordinate with Standing Counsels on daily basis to ensure the effective representation on behalf of the University in the Courts with necessary documents and also in the preparation of Counter Affidavit, Written Statement, Writ Appeals, Vacate Stay Petition, etc.
- ❖ Attend the court and liaison with the Standing Counsels at the time of hearing the Sensitive Cases of the University.
- ❖ Coordinate with the Unit Officer / HoD / Director concerned in getting & scrutinising the para-wise remarks, Counter Affidavits and Affidavits filed by the University.
- ❖ Draft and review Tender documents, MOAs / MoUs, and other legal documents, as may be required on behalf of the University and shall ensure that legal documents align with the University's policies and objectives.
- ❖ Offer legal opinion to the University in respect of legal matters.
- ❖ Collaborate with external legal experts, law firms, and consultants when specialized expertise is required by the University.
- ❖ Assist and draft the Statutes documents related to Academic & Service matters in compliance with the University Act.

The candidates may download the application form available in the website of Anna University ([www.annauniv.edu](http://www.annauniv.edu)) and the scanned copy of duly filled application with supporting documents, as sought in the application shall be sent as single PDF file to 'loannauniversity@gmail.com' on or before 07.02.2024. Hard copy of the application will not be entertained and summarily rejected.

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**APPLICATION FORM FOR THE ENGAGEMENT OF LEGAL OFFICER (LIAISON)**

(Please fill in **BLOCK** Letters only)

Advertisement No. & Date: .....

**Personal Details:**

**Name in CAPITAL LETTERS:**

<b>Father's Name</b>	<b>Husband's Name</b>

Gender		Marital Status			
Male	Female	Married	Unmarried	Widow	Divorcee

Date of Birth (DD/MM/YYYY)			Age (as on ____)		
			Yrs	Months	Days

<b>Name of ID card (issued by Govt., such as Aadhaar, Voter ID, Bar Council, PAN, Passport, etc.) &amp; its number</b>	
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<b>Address for Communication:</b>	<b>Permanent Address:</b>
Pin	Pin
<b>Tel . No / Mobile No:</b>	
<b>E-mail:</b>	

**Details of Educational Qualification (Self attested certificate copies to be enclosed):**

Qualification	College / University / Institution	Name of the Degree	Year of passing	% of Marks
SSLC (10 <sup>th</sup> STD.)				
Higher Secondary (+2)				

Qualification	College / University / Institution	Name of the Degree	Year of passing	% of Marks
UG				
PG, if any				
Other Qualifications, if any				

**Work Experience (Self attested certificate copies to be enclosed):**

Name of the organization	Role / Post(s) held			Total No.of Years & Months	Total emoluments per month	Job Responsibility
		From	To			
		DD /MM /YYYY				

Note: Please attach additional sheets for qualification/Experience, if required.

**Please indicate two references in senior positions in the profession:**

S. No.	Name	Organization	Contact No. / Mob.No	Official Email ID
1				
2				

**DECLARATION**

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence. I am also aware that all correspondence to the candidates will be only through email ID provided by me in the application.

Place:

Date:

**(Signature)**

**List of documents to be attached along with the application form**

- i. Date of Birth Proof: Copy of Birth Certificate / SSLC / HSC
- ii. Copy of proof of Educational Qualifications
- iii. Copy of Experience Certificates
- iv. Copy of any Identity card issued by the Govt.