



### Advertisement for Legal Officer Post

Advertisement No. 11/2025

Date: 8<sup>th</sup> May 2025

Online application is invited for the following post on consolidated salary for a period of 1 year at the Indraprastha Institute of Information Technology, Delhi (IIITD), a State University established by an Act of Government of NCT of Delhi.

#### Post Summary

| S. No. | POST NAME     | SALARY (Consolidated)     |
|--------|---------------|---------------------------|
| 1.     | Legal Officer | Rupees 40,000/- Per Month |

The Detailed guidelines for the post are mentioned below:

| Role Name     | Role Overview   | Qualification and work experience  |
|---------------|---|--|
| Legal Officer | <p><b>Job Summary:</b></p> <p><b>Preferred skills:</b></p> <ol style="list-style-type: none"><li>I. Strong knowledge and skilled with:<ul style="list-style-type: none"><li>○ Contract drafting and negotiation</li><li>○ Intellectual Property Rights (IPR) compliance and filing</li><li>○ Legal and regulatory compliance</li><li>○ Legal administration and legal opinion writing</li><li>○ Microsoft Office tools (Word, Excel, PowerPoint, Outlook)</li></ul></li><li>II. Excellent written and verbal communication skills.</li><li>III. Strong attention to legal detail and organizational abilities.</li></ol> <p><b>Roles and Responsibilities:</b></p> <ol style="list-style-type: none"><li>1) Draft, vet, and negotiate a wide range of legal documents, including commercial agreements, MoUs, legal notices, work orders, and institutional contracts, ensuring alignment with applicable laws.</li></ol> | <p><b>Educational Qualification:</b><br/>Bachelor's degree in Law (LL.B.) is mandatory.</p> <p><b>Preference:</b><br/>Master's degree in Law (LL.M.), with specialization or strong focus in Intellectual Property Rights, is preferred.</p> <p><b>Experience:</b><br/>Minimum 1 year of administrative or legal experience, educational/ academic institution with legal guidance in Agreements, IP filing and technology transfer.</p> |

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|--|---|--|
|  | <ol style="list-style-type: none"> <li>2) Provide sound legal advice and strategic guidance on contractual obligations, regulatory risks, and legal best practices.</li> <li>3) Develop and implement institutional policies related to statutory compliance, governance, and legal risk mitigation.</li> <li>4) Lead the facilitation and filing of Intellectual Property Rights (IPR) applications, including patents, trademarks, and copyrights, in collaboration with faculty, researchers, and external counsel.</li> <li>5) Oversee legal aspects of disciplinary matters involving students and employees, including conducting inquiries and supporting PoSH (Prevention of Sexual Harassment) committees in compliance with legal frameworks.</li> <li>6) Serve as a liaison with government bodies, legal advisors, and institutional stakeholders to ensure seamless coordination and timely resolution of legal and compliance matters.</li> <li>7) Prepare documentation for statutory committees, and manage responses to legal queries from internal and external stakeholders.</li> <li>8) Contribute to administrative governance by supporting high-level legal reviews, managing compliance checklists, and addressing emerging legal issues impacting the Institute.</li> <li>9) Undertake any miscellaneous legal or administrative assignments as directed by the management.</li> </ol> |  |
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**General Information:**

- 1) This is a contract position in IIIT Delhi on consolidated salary.
- 2) Only the shortlisted candidates will be contacted for further selection process through emails.

**How to apply:**

Candidates shall share detailed CV on [recruitment@iiitd.ac.in](mailto:recruitment@iiitd.ac.in). The last date for applying is 23<sup>rd</sup> May, 2025 and mention subject line as “Application for the post of Legal Officer”.

Registrar