

# JUSTICE VIKRAMAJIT SEN

Office: Administrator, DDCA, Feroz Shah Kotla Stadium

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JVS/DDCA/43/ 2017

27<sup>th</sup> June 2017

## DIRECTION NO. 19

### NOTICE FOR HIRING LEGAL RETAINER

The Delhi & District Cricket Association invites proposals for hiring a Legal Retainer. The proposal shall, *inter-alia*, include the proposed fee structure, work profile (for at least past 3 years)

#### SCOPE OF WORK

1. Legal drafting and conveyancing
2. Legal documentation
3. Vetting contracts
4. Legal compliance and approvals etc, and any such day-to-day legal advisory.

#### QUALIFICATIONS

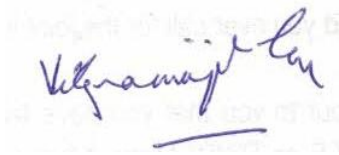
1. Legal experience of 10 years and above.
2. A past work experience with organizations of similar nature shall be preferred.

#### TERMS AND CONDITIONS: -

1. DDCA reserves the right to assign work as per the requirements.
2. The Retainer will be engaged for a period of two years. After six months, there shall be a review of the performance.
3. DDCA can terminate the retainership, if found to be providing incorrect information and /or is negligent in performing the tasks assigned.

4. The expected date of commencement of retainership is 15<sup>th</sup> of July 2017 though this date may be extended if acceptable applications are not received.

Last date of submission of proposal: **10 July 2017**.

A handwritten signature in blue ink, reading "Vikramajit Sen", is written over a faint, circular official stamp. The signature is written in a cursive style.

Justice Vikramajit Sen (Retd.)  
Administrator, DDCA

Enclosed: Proforma for Proposal for Legal Retainer

## APPLICATION PROCESS

1. Kindly send the proposal by 10<sup>th</sup> July 2017 by email to both legalofficerddca@ddca.co and legalofficerddca@gmail.com. You will be required to carry your original documents if and when you are called for the interview/or before confirming the selection.
2. Depending on the number of proposals, DDCA may also call shortlisted candidates for an interview.

## PROFORMA FOR PROPOSAL FOR LEGAL RETAINER

1. Name:
2. PAN-Permanent Account Number:
3. Father's Name:
4. Date of Birth:
5. Address for Correspondence:
6. Permanent Address:
7. Educational Qualification:
8. Date of enrolment and enrolment number:
9. If partner/engaged in a firm/institution, name(s) of firm(s) and other partners
10. Member of DDCA:
11. Work Experience as legal retainer (including details of past 3 years of work experience)

12. Details of proposed Retainer Fee/Fee Structure:

13. Any other details:

14. Enclosures:

Verification: I, \_\_\_\_\_, s/d/o \_\_\_\_\_, aged \_\_\_  
years, hereby declare that whatever has been stated in the above application is true to  
best of knowledge and belief.

Signature

Date:

Place: Delhi

5.