

***Supplyco***  
**THE KERALA CIVIL SUPPLIES CORPORATION LIMITED**

PB No:2030, Maveli Bhavan, Maveli Road, Gandhinagar

KSCSC/2787/2023-D34(ADMIN)

**URGENTLY REQUIRED**

Organization : Kerala State Civil Supplies Corporation Ltd.  
Post : LEGAL ASSISTANT (On Contract)  
Number of vacancies : One  
Remuneration : Rs. 32560/- per month (consolidated)  
Qualification : LLB  
Experience : 3 yrs experience in High court & Lower  
court  
Last date of receiving application : On or before 23/09/2023

***Candidates are requested to forward their resume with filled up application in the given Format along with the self attested copies of certificates to prove Age, Qualificatios, Experience, CV etc... to the e-mail id [admnsupplyco@gmail.com](mailto:admnsupplyco@gmail.com)***

***Sd/-***  
***Chairman & Managing Director***

**Annexure-I**  
**Personal Information of Candidate**

Name (BLOCK LETTERS) : Mr/Ms/Mrs.  
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Date of Birth : .....

Age : ..... (As on 13.09.2023)

Sex : Male/female

Marital Status : Single/Married

Religion : .....

Caste : .....

Postal Address :  
(Present.....)

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Phone No. (With Area code) : .....

Mobile No.....

E-mail address :  
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A. Educational qualification: Please list chronologically all your educational qualifications from +2/Pre-Degree onwards (Attach copies of certificates)

Sl No.	Name of Exam Passed	Name of Institution	Board/ University(with h state)	Year of Passing	Main Subject	Total marks/ Total grade point	%of marks/ grade point obtained
1							
2							
3							
4							

B. Experience

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**Declaration**

I hereby declare that the above information provided by me is accurate and true to the best of my knowledge and belief. I have carefully read all the instructions in the application form and hereby agree to abide by the decision of the Supplyco authorities on all matters regarding the selection to the post of Legal assistant).

Date:

Place:

Signature:

## QUALIFICATIONS

- Law graduate with minimum 3 years of experience in High court & Lower courts
- Draft, vetting and review legal documents, including contracts & agreements
- Strong attention to detail and ability to manage multiple tasks and deadlines
- Experience in handling legal matters in reputed company or Law firms
- Knowledge of corporate and commercial law, including contract law, is preferred
- Proficiency in Microsoft Office and legal research databases
- Review and analyze legal agreements and contracts to ensure compliance.
- Manage legal databases and maintain accurate and up-to-date records
- Excellent research, analytical, and writing skills

**Location : Ernakulam Only**

  
4/9/23  
**Law Officer**