No.7/6/2016-Admn.I(LA)
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Admn. I Section

Shastri Bhawan, New Delhi-1


CIRCULAR

Sub: Engagement of Legal Consultants in Department of Legal Affairs, Ministry of Law & Justice on Contract basis.

Department of Legal Affairs (DoLA), Ministry of Law & Justice invites applications from Indian Nationals for the post of Legal Consultants (10 Nos.) on Contract basis initially for a period of six months which may be extended by Competent authority subject to satisfactory performance of such person.

2. **Eligibility Conditions:**
   (i) Law Graduate from a recognized University or equivalent;
   (ii) At least 3 years' or more experience in tendering advice in any of the fields including litigation, arbitration, conveyancing, cyber-law, infrastructure, etc.
   (ii) Preference will be given to L.L.M. qualified person with 3 years’ experience.

3. **Age Limit**: Not more than 40 years as on the closing date of the Advertisement/Notice.

4. **Fees**: The selected candidate will be paid a consolidated amount of ₹60,000/- (Rupees Sixty Thousand) per month.

5. **Nature of duties**:
   (i) To give advice on all matters referred by the various Ministries/Department of the Government of India;
   (ii) To look after Government litigation work;
   (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required;
   (iv) To perform administrative and other works as may be assigned.
6. **Terms & Conditions:**

The Legal Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the Department of Legal Affairs, detailing the terms & conditions of engagement (Annexure-II), before being assigned any work.

7. **Method of Selection:**

The candidates will be shortlisted based on their marks obtained in their Law degree, experience in legal field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates.

8. Apart from the above, all the rules and instructions of Government of India on the subject will be followed including the Reservation Policy, if any.

8. Interested candidates may submit their application in the enclosed format with two recent passport size photographs as per Annexure-I in sealed cover superscribed "Selection for the post of Legal Consultant in DoLA" addressed to Shri Bhakti Lal, Under Secretary, Department of Legal Affairs, Ministry of Law & Justice, Room No. 410D, Shastri Bhawan, New Delhi within a period of 20 days from the date of publication of this circular. Application which is not made in the format as per Annexure-I and not received in time will be rejected outright.

To

1. Deputy Legal Adviser, In-Charge, Litigation(HC/LC) Section for giving wide publicity to this Circular.
2. In-Charge, Central Agency Section for giving wide publicity to this Circular.
3. Sr. System Analyst, NIC for uploading it on the website.
4. E-Office.
# BIO-DATA

## I. GENERAL INFORMATION

1. **Name of the Candidate**: 
2. **Date of Birth**: 
3. **Father's Name**: 
4. **Permanent Address**: 
5. **Mailing Address**: 
6. **Whether belongs to SC/ST/OBC Category**: 
7. **Telephone No.**: 
   **Mobile No.**: 
   **Email ID**: 

## II. (a) Academic / Professional Qualifications:

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<th>Degree</th>
<th>University</th>
<th>Field/Specialisation</th>
<th>Year of Passing</th>
<th>Any other Inf.</th>
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(b) **Details of Experience**:

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<th>Office/Institute/ Organisation</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Nature of duties in brief</th>
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(c) **Additional Information**, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

**Date:**

**Place:**

**Signature of the Candidate**
Sub: Terms & Conditions for engagement as Legal Consultant on Contract Basis in the Department of Legal Affairs, Ministry of Law & Justice.

1. The engagement shall be on contract basis initially for a period not exceeding six months which may be extended at the discretion of Ministry of Law & Justice subject to satisfactory performance and also subject to the requirement of the Department. The engagement can be terminated at any time by the Department, without assigning any reason.

2. He/She shall be paid a consolidated fee of ₹60,000/- (Rupees Sixty Thousand Only) per month. He/She shall devote whole of his/her time for the Government and he/she shall not accept any other professional appointment, paid or otherwise during the period of contract.

3. He/She shall perform the duties assigned by the concerned officer Incharge or his/her nominee from time to time. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.

4. He/She will be entitled for 08 Casual leaves and 02 Restricted Holiday leave in a year. No other leave of any kind shall be admissible to him/her.

5. In case he/she remains absent from duty, a proportionate deduction from the consolidated fee of ₹60,000/- (Rupees Sixty Thousand Only) will be made. Further, the engagement may also be terminated.

6. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.

7. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity, transport allowance etc. or any other benefits available to the government servants who have been appointed in the Government.

8. He/She shall not have any claim to any post under the Government on the basis of this engagement as a Legal Consultant.

9. He/she shall be required to maintain decorum and office discipline as expected from a responsible officer.

10. He/She is required to submit a declaration regarding his/her marital status. He/She will also be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed proforma.

11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.

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