

No.A-60011/79/2018-Admn.IV(LA)

Government of India

Ministry of Law and Justice

Department of Legal Affairs

Shastri Bhawan, New Delhi

Dated:

4 JUN 2019

OFFICE MEMORANDUM

Subject: Engagement of retired officers for the post of consultant on contractual assignment who have worked as Deputy Director (OL)/Assistant Director (OL).

Applications are invited for the post of consultant from retired officers, who have worked as Deputy Director (OL)/Assistant Director(OL) for engagement on contractual basis.

S. NO.	Name of Post	Number of Post	Activities
1	Consultant (Official Language)	01	Supervisory work related to Hindi Section and implementation of Official Language policy.

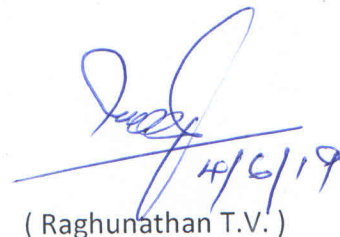
2. The terms and conditions of the contract shall be as under:

- Period of Contract: The period of contract initially will be for one year and extendable as per requirements in future. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Authority without assigning any reason whatsoever at any time. The contractual assignment shall not confer any right or claim or to any regularization or continuation of service.
- Remuneration: The consultant will be paid remuneration @ Rs.48,000/- p.m. (for Deputy Director level) and @ Rs.38,000/- p.m. (for Assistant Director level).
- Place of work: Department of Legal Affairs, Shastri Bhawan, New Delhi.
- Age Limit: Normally, the maximum age limit will be 65 years. However, engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Law Secretary keeping in view his/her good health & level of expertise.
- Leave: Consultant shall be eligible for Eight (8) days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
- Working days and working hours shall be same as are applicable in case of other serving officers and employees of the Department.

- g. Only the basic working facilities/infrastructure will be provided to the Consultant. No Transport or Telephone/Internet facility at residence etc. shall be provided.
- h. No accommodation or HRA will be provided.
- i. The Consultant shall not exercise any statutory, legal or financial power.
- j. The Consultant shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Department.
- k. The contract can be terminated by giving one month's advance written notice from either side.

3. Last date for submission of application: The interested retired officers, who are willing to serve in the Department as Consultant (Official Language) in the Department shall submit their applications in the format enclosed within 30 days of date of this circular to the undersigned.

This may be given wide publicity.


(Raghunathan T.V.)

Under Secretary to the Govt. of India

To

- 1. All Ministries / Departments of the Govt. of India. They are requested to give this notice wide publicity amongst all their eligible retiring/retired officials.
- 2. PPS to Law Secretary / PPS to JS(Coordn)
- 3. CMF Seat (Admn.IV) for uploading on website of the Department

**Format of Application for the post of Consultant (Official Language) in
Department of Legal Affairs on Contract Basis**

Paste your recent
passport size
photograph

1.	Name in Full (IN BLOCK LETTERS)					
2.	Father's Name					
3.	Date of Birth (valid documentary proof to be enclosed)					
4.	Correspondence Address (including telephone Number / Fax Number/ Email Id) (Email Id is mandatory)					
5.	Permanent Address (including Telephone/Fax Number)					
6.	Present Occupation, if any					
7.	Educational Qualifications in the reverse chronological order: (Attested copies of Degree/Diploma to be attached)					
	Name of University/ Equivalent Institution	Degree	Year of Passing	Percenta ge of Marks obtained	Academic Distinction	Subject/Specialization

8.	Details of employment during last 10 years before retirement:				
	Name and address of employer	Designation, scale of pay including present day	Whether regular/ Deputation/adhoc	Period of service	Nature of duty/ experience
9.	Time required for joining the post				

It is certified that the information furnished above is correct and true to be best of my knowledge.

(Signature)

Name: _____

Place:

Date: