

No. 7/5/2017-Admn.I(LA)
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Admn. I Section

Shastri Bhawan, New Delhi-1
Dated :/3 November, 2017

CIRCULAR

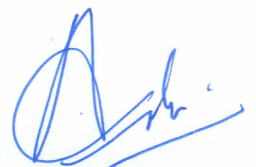
Sub: Engagement of Consultants in Department of Legal Affairs, Ministry of Law & Justice on Contract basis.

Department of Legal Affairs (DoLA), Ministry of Law & Justice invites applications from retired government officials for engagement as Consultants in different categories on Contract basis as per details given below:-

S. No.	Level of Engagement of Consultant	No. of Consultants	Monthly Remuneration	Eligibility
1.	Deputy Secretary/Director	01	Rs. 60,000	Retired government officers of ILS and other Central Government Services who retired from analogous post and have a Degree in Law
2.	Under Secretary	02	Rs. 50,000	
3.	Section Officer	02	Rs. 35,000	
4.	Assistant Section Officer	05	Rs. 25,000	Retired government officers Central Government who retired from analogous post
5.	Personal Assistant	10	Rs. 25,000	For Personal Assistants - Retired officers of Central Government who retired from analogous post For Data Entry Operators - Bachelor Degree in any stream.
5.	Data Entry Operators			

The number of Consultants to be engaged is tentative and subject to change. The contract will be initially for a period of six months which may be extended by Competent authority subject to satisfactory performance of such person.

3. **Age Limit** : Not more than 64 years as on the closing date of the Advertisement/Notice.



4. **Nature of duties** : As assigned by the Department post engagement which may inter alia include looking after work indicated below:-

- (i) Scheme of implementation of Integrated Legal Division Scheme on the pattern of Integrated Finance Division to provide legal officers to Ministries/Department for providing in-house legal advice.
- (ii) Issues related to Merger of tribunals.
- (iii) To put in place a mechanism for legal audit.
- (iv) Issues related to Arbitration and Conciliation.
- (v) Issues related to digital monitoring of Government Litigation.
- (vi) Amendment in the ILS Rules and Recruitment rules of the other posts specific to the department.
- (vii) Digitisation of records of the Notary Cell and Judicial Section and weeding out of unnecessary records after due scrutiny and approval.

5. **Terms & Conditions:**

The 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.

6. **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, if required, 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.

7. 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.

9. 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 Consultant in DoLA**" addressed to Shri Anil Kumar Joshi, Deputy Secretary, Department of Legal Affairs, Ministry of Law & Justice, Room No. 418, Shastri Bhawan, New Delhi within a period of 30 days from the date of publication of this circular. Candidates may also send their application at email address anilk.joshi@nic.in. Application needs to be strictly in the format as per Annexure-I. Applications received after due date will be rejected outrightly.


(Anil Kumar Joshi)

Deputy Secretary to the Govt. of India

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:

Degree	University	Field/Specialisation	Year of Passing	Any other Inf.

(b) Details of Experience :

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institute/ Organisation	Post Held	From	To	Nature of duties in brief

- (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**

Government of India
Ministry of Law & Justice
Department of Legal Affairs

Sub: Terms & Conditions for engagement as 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 as indicated for the level of Consultant in this Department's Circular. 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 as applicable 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 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.
