

A-11038/7/2022-Estt. (C 9127882)
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

GIP, Minto Road, New Delhi
Dated the 25th March, 2025

CIRCULAR

Subject:- Engagement of a Consultant (Category: Consultant-II) for effective monitoring of court cases and related matter at Directorate of Printing (HQ)-reg.

Directorate of Printing, Ministry of Housing & Urban Affairs invites application from legal professionals for engagement as a Legal Consultant in the Directorate of Printing for an initial period of one year. The details of engagement are as under:-

1.	Designation	Legal Consultant
2.	Period of engagement	Initially for a period of one year from the date of joining which may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual, etc. However, the maximum period of engagement including such extension will be for a period of three years.
3.	Number of Personnel required	One
4.	Place of Posting	Directorate of Printing(HQ), 4th floor, B-wing, GIP, Minto Road, New Delhi-110002
5.	Age Limit	Maximum of 50 years, as on the last date of submission of application.
6.	Education Qualification	1. LL.B Degree or an integrated course of B.A.LL.B from a recognized university with good knowledge of legal matters, service rules/regulations etc. with 5 years of experience in dealing with Administrative matter and other matters related to Court cases including CAT, High Court & Supreme Court on service matters as per Govt. Regulations. <u>Desirable/Preferable Qualifications as prescribed by DOP</u> (a). Person with LLM and additional qualification with

		good knowledge of legal matters, service rules/regulations etc.
7.	Eligibility Criteria and Experience	<ol style="list-style-type: none"> 1. Candidate must have expertise in legal matters with 5 years of experience in dealing in Court cases including CAT, High Court & Supreme Court on service matters as per Govt. Regulations. 2. The officer should be well conversant with Prevention of Corruption Act, Central vigilance Commission Act, CCS(Conduct) & CCS(CCA) Rules, RTI Act and Procedural Codes etc. in Govt. sector. 3. The candidate should also be well versed with Drafting Counter affidavits/Written Submission etc. 4. Must have good communications skills and 5. Should have proficiency in working on computer.
	Nature of duties	<ol style="list-style-type: none"> i. To assist Directorate of Printing in handling the court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the competent authority; ii. To examine the cases with the specific recommendations on appropriate course of legal action required in the cases referred to them; iii. To examine the draft counter reply affidavit prepared by the Central Government Standing Counsel and suggest appropriate and adequate amendments/improvements/developments in the draft counter reply affidavit to be filled in the CAT/Courts where UOI/DoP/GIP is/are impleaded as respondents/defendants parties; iv. To ensure monitoring of filing of counter replies in time and suggest to take appropriate and adequate action in time to be taken in the court cases; v. To visit CAT/High Court/Civil Courts as and when required / directed or suggested by them to assist the official representative there on the date of hearing of the court cases; vi. He/she will be required to assist the officers/officials in briefing/discussing the court matters with the concerned Central Government Standing Counsels; vii. He/she will also examine the orders/judgments

		<p>action to be taken in respect of the matter;</p> <p>viii. He/she will train the dealing staff/officers of the DoP and GIPs to ensure capacity build-up to improve efficiency in handling every disposal of court cases;</p> <p>ix. He/she will maintain copies of judgments/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;</p> <p>x. He/she shall assist Director(Ptg) as and when required in the processing of court cases, and attending meetings on the review of court cases;</p> <p>xi. He/she will submit the status report of the court cases to the Director(Printing) by the evening of last working day of a week regularly;</p> <p>xii. He/she will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.</p> <p>xiii. He/she will route the file of concerned sections relating to court cases/legal issues through the concerned ASOs of each section for all the sections of DOP.</p>
9.	Remuneration per month	As specified in Order/Guidelines of MoHUA dated 20.12.2017 i.e. Rs. 70000 plus Rs. 3000 towards local conveyance for the category of consultant-II.
10.	Leave	Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis.
11.	Working Hours	<p>a. The consultant shall be required to observe the normal office timings between 9:30 am to 6:00 pm and may also be called upon to attend office beyond working hours and also on Saturdays/Sundays or any other holidays, in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays,</p> <p>b. They shall mark their attendance in biometric system of attendance, failing which it may result in deduction of remuneration.</p>
	Terms of Contract	<p>a. The selected candidate will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Directorate including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities etc.</p> <p>b. Further extension on year-to-year basis will be considered based on the work performance and need for specific post.</p> <p>c. The engagement of the contractual position may be terminated by either side at any time by giving one months' notice.</p>
		a. Interested eligible applicant may submit their

13.	How to Apply	<p>applications as per proforma at annexure on the following address</p> <p>Assistant Director (Estt. Section) Director of Printing room no.404B B-wing, 4th floor, GIP, Minto Road, New Delhi-110002</p> <p><u>Last date for submission of Application:</u></p> <p>20 days from the date of publication of this vacancy in Employment News Delhi Edition.</p>
•	Selection Procedure	<p>a. Directorate of Printing, through a selection committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for skill test and or, interview for selection by the Selection Committee.</p> <p>b. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>

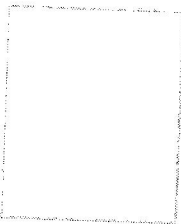
This issues with the approval of the Competent Authority.

Encl: As above

Ravi Kumar

(Ravi Kumar)
Deputy Director/HoO

Annexure



**Application Form for engagement of Legal Consultant in Directorate of Printing
(HQ)**

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Postal Address for Correspondance:

7. E-mail:

8. Mobile

9. Educational Qualification

10. Position/assignments held during last 5 years of service(if available):

S. No.	Designation/Project/Assignment and Place of Posting (firm/company/department)	Pay scale	From	To	Nature of Performed work

11. Skills/Trainings:

12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).

Name and the signature of the Applicant

Place:

Date: