

No.15011/22/2024-Jus(AU)(E-8842)
Government of India
Ministry of Law and Justice
Department of Justice
(Administrative Unit)

Jaisalmer House, 26 Man Singh Road
New Delhi-110011, Dated 12.02.2024

CIRCULAR

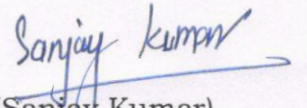
Subject: Hiring of 01(One) Legal Consultant on contract basis in the Department of Justice -regarding.

The Department of Justice invites applications in the prescribed proforma from the eligible candidates for Hiring of (01) Legal Consultant as full time Consultant purely on contractual basis.

2. The Engagement shall be initially for a period of one year, from the date of joining or till further orders, whichever is earlier. It may be extended thereafter on yearly basis maximum upto three years subject to satisfactory performance adjudged by the Competent Authority.
3. The job location shall be in the Ministry of Law and Justice, Department of Justice, 26 Man Singh Road, Jaisalmer House, New Delhi-110011.
4. The terms and conditions for Hiring of such Consultant viz. Remuneration, Eligibility, Leave, Nature of duties, Method of Selection etc. attached at **Annexure-I**.
5. The Department of Justice reserves the right to accept or reject in part or in full or all responses without assigning any reasons whatsoever.
6. The Interested candidates may send their application in the prescribed proforma as enclosed herewith at **Annexure-II** on the following address:

Under Secretary (Admn.)
Ministry of Law and Justice
Department of Justice
26 Mansingh Road, Jaisalmer House,
New Delhi-110011.

7. The same may also be sent through e-Mail ID of the Under Secretary (Admn.) yadav.sanjay05@nic.in followed by hard copy within the stipulated time.
8. The last date for receipt of applications (filled in all respect), in the prescribed format, is 27.02.2024. Applications received after due date/time and without supporting documents will not be considered.



(Sanjay Kumar)

Under secretary to the Government of India
Tel No. 011- 2307 2137

To

1. NIC- with the request to upload on the Web-site of Ministry of Law and Justice
2. Notice Board e-office.

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
विधि और न्याय मंत्रालय / Ministry of Law & Justice
भारत सरकार / Government of India
नई दिल्ली / New Delhi-110011

THE TERMS & CONDITIONS FOR HIRING OF LEGAL CONSULTANT ARE AS UNDER:

1. **Number of Posts:** - 01 (One)
2. **Essential Eligibility:-**
 - i. Bachelor's Degree of Law from a recognized University with minimum 50% marks;
 - ii. Registration of Bar Council of Delhi/New Delhi.
 - iii. Must have excellent written and oral communication and Interpersonal skills.
 - iv. Working knowledge of Ms Office, Computer Handling & Internet Browsing
 - v. Professional legal skills in drafting/submissions, proficiency in language.
 - vi. Having sufficient experience (at least 3 years) of handling court cases in Government of India Offices/autonomous bodies administered by Government of India.
3. **Desirable:** Practicing Lawyer/Master's Degree in Law.
4. **Age:** Maximum age shall not exceed 45 years as on date of probable engagement as consultant.
5. **Remuneration:** The selected Candidate will be paid a consolidated amount of fee/remuneration of Rs.70,000/- per month. No DA/HRA or any relief or allowance will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.
6. **Increment:** Annual Increment up to 10%, depending upon the satisfactory performance of the Consultant and duly adjudged by the competent authority.
7. **Tenure:** The initial Engagement shall be initially for a period of one year, from the date of joining or till further orders, whichever is earlier. It may be extended thereafter on yearly basis subject to satisfactory performance adjudged by the Competent Authority maximum upto three years. The tenure may be terminated by giving one month's notice on either side.
8. **Office Timings:** The Consultant is required to work from 09.00 AM to 05.30 PM on all working days with half an hour's lunch break. The Consultant may require to stay late in the office or attend office on holidays to complete assigned work. In case, the Consultant is brought on duty on a holiday, he will be entitled to a compensatory holiday in lieu.
9. **Leave:** The Consultant shall be entitled for paid leave of absence at the rate of 1.5 days for each completing month of service. The un-availed leave

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in a calendar year cannot be carried forward to next year. Unutilized leave, if any, after completion of period of engagement will lapse and no compensation in lieu will be admissible. Department would be free to terminate the services in case of absence by more than 30 days beyond the entitled leave in a calendar year.

10. **TA/DA:** The Legal Consultant shall be allowed to undertake domestic tours as required by his/her duties for which TA/DA and Hotel Accommodation shall be paid as admissible to the Officers in the Pay Scale 11 (Pre-revised Grade Pay of Rs.6,600/-). Entitlements will be as under:

- i. Travel entitlements within the country-Economy Class by Air or AC-II tier by Train;
- ii. Re-imbursment for Hotel accommodation/guest house of up to Rs.2,250/- per day;
- iii. Re-imbursment of Non-AC Taxi charges of up to Rs.338/- per day for travel within the city; and
- iv. Re-imbursment of food bill not exceeding Rs.900/- per day.

11. **Accommodation:** - No accommodation or House Rent Allowance in lieu thereof will be provided by the Department. The engagement as consultant will not be entitled for General Pool Accommodation or any other accommodation at Government cost whatsoever.

12. **Powers:** The Consultant shall not exercise any statutory, legal or financial powers.

13. **Working facilities to be provided:** Only basic working facilities/infrastructure will be provided to consultant. No Telephone /Internet facility at the residence of the Consultant shall be provided. Further, no subordinate staff will be provided to the Consultant.

14. **Confidentiality of data and documents:-**

- a. The Consultant shall not utilize, publish or disclose any data or information or proceedings or part thereof gathered during the course of engagement, in any form, save with the express and written permission of the Department. The provisions of the official Secrets Act,1923 as applicable to Government Servant shall apply to the Consultant so far as official communications and matters related thereof and consequential to the same are concerned.
- b. **Posting information on Social Media platforms pertaining to official engagement:** The candidate selected for the job of consultant shall have to take abundant care not to misuse his official designation or post any information relating to his work responsibilities or any official information on the Social Media Platforms save with the express and written permission of the Department.

15. **Proper handing over official record/files equipment on expiry of consultancy:** At the time of termination of consultancy all official records/documents/files and official equipment like Desktop/Laptop/Reference Books etc. will be returned to the office by the Consultant.

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संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
भारत सरकार / Ministry of Law & Justice
India

16. **Termination of Engagement:** The Engagement of Consultant would be of a temporary nature against the task assigned and can be terminated at any time without assigning any reason or notice.

The Department of Justice may terminate the contract if:

- (a) The Consultant is unable to handle and perform the assigned work well in time;
- (b) The quality of the work is not to the satisfaction of Department of Justice;
- (c) The Consultant is /are fails to achieve milestones in time as decided by the Department;
- (d) The Consultant is /are found lacking in honesty and integrity;
- (e) If the Consultant takes up a job somewhere else while engaged as a Consultant in Department of Justice;
- (f) Breach of any Clause of this Order, as mentioned above; and
- (g) Department of Justice reserves right to terminate contract at any time without notice.

17. **Nature of duties:**

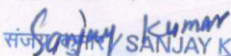
- i. Supervising and coordinating action on all court cases received in the Department
- ii. Liaison with ASGS, CGSC and other advocates with regard to Court cases as and when required
- iii. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent
- iv. Vetting of Draft Affidavit prepared by Government Counsels and to be filed it in various judicial/quasi - Judicial forums in cases where the Department has been made a respondent.
- v. Monitoring of Court/Legal cases pertaining to the Department.
- vi. Extending legal opinion to the Department and its offices on various legal issues including Acts/rules. Contract/MoUs and regulations/guidelines etc.
- vii. Any other work allocated from time to time by Superiors.

18. **Mode of Selection:**

Applications received in response to advertisement will be scrutinized and shortlisted. The applicants will be called for Skill Assessment, a personal interaction and documents verification with original documents. Based on the qualification, experience & outcome of personal interaction, skill assessment, the candidate will be selected. The applicants meeting the requirement are requested to apply as per the proforma given in **Annexure-II**. No communication from the unsuccessful candidates will be entertained for their not being considered, shortlisted or not found suitable for final selection in the Department.

19. **How to apply:**

Candidates desirous of accepting above terms and conditions may apply for the post of Legal Consultant through e-Mail as per the format provided at **Annexure-II** and submit by post to the Under Secretary


SANJAY KUMAR

(Admin), Department of Justice, 26 Mansingh Road, Jaisalmer House,
New Delhi-110011 latest before 12.03.2024.

Applications received after the closing date or received incomplete
in any respect are liable to be summarily rejected.

Department of Justice shall not be responsible for any delay on the
part of Postal Department for delivery of application even if posted
before the last date. No representation against such rejection will be
entertained.

Encl: Proforma (Annexure-II)

Sanjay Kumar

(Sanjay Kumar)

Under secretary to the Government of India

Tel:011-2307 2137

e-mail:yadav.sanjay05@nic.in

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
विधि और न्याय मंत्रालय / Ministry of Law & Justice
भारत सरकार / Government of India
नई दिल्ली, New Delhi-110011

**APPLICATION FORMAT FOR HIRING OF LEGAL CONSULTANT
IN DEPARTMENT OF JUSTICE**

Advertisement No.

1.	Name [In Block Letters]		PHOTO	
2.	Father's Name			
3.	Date of Birth			
4.	Date of Retirement(if applicable)			
5.	Nationality			
6.	Mailing Address(With Telephone /Mobile No. and E-mail ID)			
	Mobile Number:			
	E-mail ID			
7.	Bar Council Registration No.			
8.	Permanent address			
9.	Educational Qualifications. [Attached self-attested copies of certificate]			
SL. NO	Qualification	Name of the University Institution	Year of Passing	Division/Percentage of Marks Obtained
10.	Name and address of last office			
11.	Details of Experience [Add a separate sheet, if required]			
	Min/Deptt./Org.	Period		Pay Scale/ Basic Pay
		From	To	

संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary

12	Explain in 100 words how your previous experience would help to accomplish the current assignment	
13	Reference:	1
		2

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I am clear from Vigilance angle. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of the applicant

Place:

Date:

Sanjay Kumar

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संजय कुमार / SANJAY KUMAR
अवर सचिव / Under Secretary
न्याय विभाग / Department of Justice
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