

No.15011/76/2025-JUS(AU-II)(10012)  
Government of India  
Ministry of Law & Justice  
Department of Justice  
(Administration-II Section)

Jaisalmer House, 26 Man Singh Road  
New Delhi-110 011,  
Dated 24<sup>th</sup> April, 2025.

**CIRCULAR**

**Subject:** Engagement of Retired CSSS Officers as Consultant on contract basis in the Department of Justice -reg.

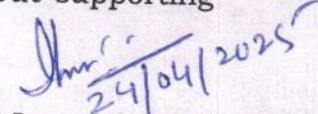
The Department of Justice, Ministry of Law and Justice invites applications from willing and eligible retired CSSS officers for engagement as consultant on contractual basis in the Department against the vacancies of PA/PS/PPS/Sr.PPS/PSO of CSSS cadre in this Department. The number of consultants proposed to be engaged is one.

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.
3. The terms & conditions for engagement of such consultant viz. Remuneration, Eligibility, Leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in **Annexure-I**.
4. The Department of Justice reserves the right to accept, or reject in part or in full any or all the responses without assigning any reasons whatsoever. The engagement as consultant shall not be considered as a case of re-employment.
5. The interested persons must submit their application in the prescribed format (**Annexure-II**) as enclosed, to:-

The Under Secretary (Admn.II),  
Department of Justice  
Ministry of Law & Justice

also a copy may be emailed at shanglai.a@nic.in

6. The applications should reach the Department of Justice within 15 days from the issue of this vacancy circular, in the prescribed format. Applications received after due date/time and without supporting documents will not be considered.

  
(A.S. Lungreishang)  
Under Secretary to the Govt. of India  
Tele: 011-2307 2146  
e-Mail-ID: shanglai.a@nic.in



No.15011/76/2025-JUS(AU-II)(10012)

Dated 24<sup>th</sup> April, 2025.

To,

1. All Ministries/Departments of Government of India for wider publicity.
2. NIC Cell, Department of Justice - for uploading the same at the Website of Department.
3. Department of Personnel & Training [CS-II Division], Khan Market, New Delhi for uploading on its website for wide publicity.

*Am*  
24/04/2025

(A.S.Lungreishang)

Under Secretary to the Govt. of India



**TERMS AND CONDITIONS****1. Eligibility:**

1.1	The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
1.2	The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
1.3	The applicant should have retired from the post of PA/PS/PPS/ Sr.PPS/PSO from Central Government Ministries/Departments. The applicant should have good communication and interpersonal skills, knowledge of Stenography in English/Hindi and should be well conversant with noting/drafting.
1.4	The applicant should have expertise in office procedure, etc.

**2. Engagement:**

2.1	The engagement of Consultant will be purely on contract basis and will not confer and right for regular appointment in the Ministry.
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**3. Working Hours and Leave**

3.1	The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.
3.2	As per Department of Expenditure OM No. 3-25/2020-E.IIIA Dated 09.12.2020 Paid Leave of absence will be allowed at the rate of 1.5 days for each completed month of service. If availed for more than the said prescribed Leave period 'No work no pay' shall be applicable during the period of contract. Further, No accumulation of Leave beyond a Calendar Year is allowed.

**4. Remuneration & Tax Deduction at Source:**

4.1	The consultant shall be paid a fixed monthly amount calculated as per Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. Release of monthly remuneration is subject to productions/ submission of satisfactory performance certificate from the concerned controlling officer.
4.2	The Income Tax or any other tax, as applicable, will be deducted at source as per Government instructions.

**5. Confidentiality of data and documents:**

5.1	The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
5.2	No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Department without the express written consent of the Ministry.
5.3	The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III.

**6. Conflict of Interest:**

6.1	The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.
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**7. Termination of Agreement:** The Department may terminate the contract if:-

(i)	The Consultant is unable to address the assigned work
(ii)	Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Department
(iii)	The consultant is found lacking in honesty and integrity.
(iv)	The Competent Authority in the Department may also terminate the contract at any time without giving any notice and also without assigning any reason.

*Jh*  
24/04/2025



**ANNEXURE-II**

**APPLICATION FORMAT FOR ENGAGEMENT OF CONSULTANT [RETIRED CSSS OFFICIALS] AT THE LEVEL OF PA /PS/PPS/STENO IN DEPARTMENT OF JUSTICE**

1	Name (Block Letters)		<b><u>Affix self- attested photograph</u></b>		
2	Fathers Name				
3	Date of Birth (Figures & Words)				
4	Nationality				
5	Postal Address (with Telephone/Mobile No. and email id.)				
6	Details about Pension payment order (PPO)	(i)	Date of retirement		
		(ii)	Ministry/Department from which retired		
		(iii)	PPO No. Copy to be enclosed		
		(iv)	Last pay drawn LPC to be enclosed		
		(v)	Level in Pay Matrix(7 <sup>th</sup> CPC/CP as per 6 <sup>th</sup> CPC		
7	Permanent address				
8	Educational Qualification				
9	Post last held at the time of retirement				
10	Name and address of office from which retired				
11	Details of present employment (wherever applicable)				
12	Details of Experience (attach a separate page , if required)				
Ministry/ Department/ Organization		Period		Nature of work	Remarks
		From	To		
13	Explain in 100 words how your previous experience in performing work related to PA/PS/PPS/STENO in any Department/ Office of the Ministry/Central Government during the last 05 years prior to the retirement would help in accomplishing the assignments, if selected as consultant in Department of Justice				
14	References	1. 2.			

**DECLARATION**

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 was clear from vigilance angle at the time of retirement. 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.

Place:  
Date:

Signature of candidate

*[Signature]*  
24/04/2025