

F.No.45011/9/2017-Admn.I (LD)  
Government of India  
Ministry of Law and justice  
Legislative Department

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Shastri Bhawan, New Delhi  
Dated the 21<sup>st</sup> July, 2024

**CIRCULAR**

**Subject:- Engagement of 05 (five) retired Central Government officers (Section Officer level) as Consultant in the Legislative Department, Ministry of Law and Justice purely on contract basis- regarding.**

It is proposed to engage 05 (Five) retired Central Government Officers (Section Officer level) to work as Consultant on full time basis in the Legislative Department, Ministry of Law and Justice, purely on contractual basis.

2. The eligibility criteria, terms and conditions and remuneration are as follows:-

	Number of consultants to be engaged	05 (Five) Section Officer level
i	Eligibility condition	Officer retired as Section Officer in pay Level-8 or Level-10 from any Central Government Department.
ii	Scope of work	Administrative matters like framing of Recruitment Rules and other Administration related works, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, handled Parliamentary Committee, prepared Parliamentary Committee Report, Budget matter, Court cases, etc.
iii	Period of engagement	The initial engagement as Consultant shall be for a period of one year, which may be extended, based on requirement of the Division, performance and health of Consultant(s) concerned.
iv	Job Location	Legislative Department, Ministry of Law and Justice, Shastri Bhawan, New Delhi-110001
v	Remuneration	i. Last pay drawn minus pension plus Transport Allowance ii. Fixed remuneration iii. Fixed amount of transport allowance

		<p>for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement.</p> <p>However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.</p> <p>iv. No Dearness Allowance</p> <p>v. No HRA, Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to be regular Government Servant.</p>
vi	Leave	<p>1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.</p>
vii	Working hours	<p>i. Working hours shall be from 9:00 a.m. to 5:30 p.m. (Monday to Friday). No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office beyond normal office hours.</p> <p>ii. Will be required to work from home in any condition of lockdown/Govt. Instructions</p>
viii	Working experience	<p>i. Must be well acquainted with the functioning of Government/Ministries/Departments</p> <p>ii. Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters framing of Recruitment Rules, General Administration matters, Vigilance matters, Cash matters, Financial matters, Parliamentary matters, Budget matters etc.</p> <p>iii. The Consultant shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, GEM/PFMS related works etc.</p>

		iv. Must have very good working knowledge of computer (Ms Office/ E-Office/Internet/E-mail).
ix	General Terms & Conditions	<p>i. Eligible retired officers should be in good health</p> <p>ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action. For this, he/she is required to give a non-disclosure undertaking.</p> <p>iii. The consultant shall have to perform duties/services as assigned to him/her by necessary skills, diligence, efficiency and economy.</p> <p>iv. The consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>v. Engagement may be terminated at any time by the competent authority without assigning any reason or notice.</p>
x	Last date for receipt of application	Interested and eligible candidates may submit their application in prescribed proforma available on the websites within 15 days of publication of this advertisement in Newspaper.

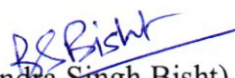
3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant (Section Officer level) on contract basis in Legislative Department" which should reach this office within a period of 15 days of publication of this advertisement in Newspaper on the following address:

The Under Secretary (Admn.),  
 Legislative Department,  
 Ministry of Law and Justice,  
 Room No.412-B, A Wing, 4<sup>th</sup> Floor,  
 Shastri Bhawan, Dr. Rajender Prasad Road,  
 New Delhi- 110001.

4. Further, for selection purpose, decision of the Selection Committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/time will not be considered and summarily rejected without any further communication.



5. The Ministries/Departments may also give wide publicity of this Circular among their staff/ Attached/ Subordinate Offices etc.

  
(Bhoopendra Singh Bisht)  
Under Secretary to the Govt. of India  
Tel- 23385023

**Annexure-I**

**Application Format for Engagement of Consultant in Legislative Department,  
Ministry of Law and Justice, New Delhi**

1.	Name		Photograph		
2.	Father's Name /Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	E-mail ID and Telephone/Mobile No.				
6.	Date of Retirement and the post from which retired (enclose copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
11.	Details of Experience (Add a separate Sheet if required)				
	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

**Declaration**

I, \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any

information being false/ incorrect/ incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Ministry of Law and Justice, in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place :

Date :

Full Name of the applicant