

F.No.45011/9/2017-Admn.I (LD)

Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated the 08th August, 2025

CIRCULAR

Subject:- Engagement of 01 (one) retired Government servant as Consultant [Assistant (Printing) level] in the Legislative Department, Ministry of Law and Justice purely on contractual basis- regarding.

It is proposed to engage 01 (one) retired Government servant to work as Consultant [Assistant (Printing) level] on full time basis in the Legislative Department, Ministry of Law and Justice purely on contractual basis.

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

i	Eligibility condition	Official retired as Assistant/ Assistant (Printing) in pay Level-6 or Level-7 from any Ministry/Department.
ii	Scope of work	Editing the manuscripts of Bills, Acts, Gazettes, digital editions, and checking the proofs of these documents. Preparation of manuscripts of Annual Central Acts, Ordinances, Regulations, and President's Acts for publication in the Gazette of India. Collection and Maintenance of copies of Bills introduced in Parliament.
iii	Period of engagement	The initial engagement as Consultant shall be for a period of one year, which may be extended, based on requirement, performance and health of Consultant concerned.
iv	Job Location	Legislative Department, Ministry of Law and Justice, Shastri Bhawan, New Delhi-110001.
v	Remuneration	<ul style="list-style-type: none">i. Last pay drawn minus pension plus Transport Allowanceii. Fixed remunerationiii. Fixed amount of transport allowance 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 his/her retirement. <p>However, retired employee engaged as Consultant may be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of his/her retirement.</p>

		<p>iv. No Dearness Allowance</p> <p>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	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.
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. At least two years' experience of proof reading, particularly proofs of Bills, Acts and Ordinances.</p> <p>ii. Must be well acquainted with the functioning of Government/Ministries/Departments.</p>
ix	General Terms & Conditions	<p>i. The Consultant 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>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 [Assistant (Printing) level] on contractual 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, 4th 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.

RS Bisht
8/8/25
(Bhoopendra Singh Bisht)
Under Secretary to the Govt. of India
Tel- 23385023

Application Format for Engagement of Consultant [Assistant (Printing) level] 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 Legislative Department, 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