

File No. A- 11013/1/2017-LC  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
Law Commission of India

2<sup>nd</sup>&4<sup>th</sup> Floor, B-Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated the 29/11/2022

**CIRCULAR**

**Sub: Engagement of Consultants in Law Commission of India, Ministry of Law & Justice on Contract basis.**

Law Commission of India, Ministry of Law & Justice invites applications preferably from retired government officials for engagement as consultant on Contract basis as per details given below:-

| S. No. | Level of Engagement of Consultant                                     | No. of Consultants | Monthly Remuneration  |              |
|--------|---|--------------------|---|--------------|
|        |   |                    | For retired employees   | For others   |
| 1.     | Assistant Library Information Officer (ALIO), equivalent to SO level. | 01                 | As specified in Department of Expenditure's O.M. no. 3-25/2021-E.IIIA dated 09.12.2020 .i.e. Last Pay Drawn minus Pension | Rs. 35,000/- |

2. The contract will be initially for a period of six months which may be extended by competent authority subject to satisfactory performance of such person. Preference shall be given to person having experience in library management & possessing B. Lib degree.

3. **Age Limit :** Not more than 64 Years for retired Govt. employees and not more than 40 years in case of others as on the closing date of the Application.

4. **Nature of duties:**

- (i) Consultant at the level of ALIO will be assigned the charge of upkeep & maintenance of books, periodicals and their records etc in the Library.
- (ii) Any other work assigned as per level of engagement.

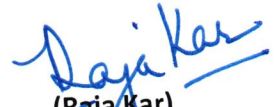
5. **Terms & Conditions:**

The Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause (**Annexure III**) with the Law Commission of India before being assigned any work. The details, terms & conditions of engagement of consultants shall be as per **Annexure-II**.

6. **Method of Selection:**

The candidates will be shortlisted based on their experience in legal field and their suitability for projects undertaken by Law Commission of India. The shortlisted candidates, if required, will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No Correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates.

7. Interested candidates may submit their application in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover superscribed "**Selection for the post of Consultant (ALIO) in LCI**" addressed to Section Officer, Law Commission of India, Ministry of Law & Justice, 2<sup>nd</sup>&4<sup>th</sup> Floor, B-Wing, Lok Nayak Bhawan, Khan Market, New Delhi with in a period of 15 days from the date of publication of this circular. Application needs to be strictly in the format as per **Annexure-I**. Applications received after due date will not be considered.

  
(Raja Kar)

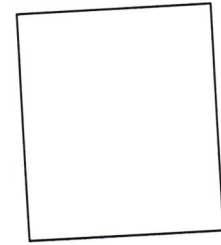
Deputy Secretary to the Govt. of India

To

1. Under Secretary, Admn. I (LA), Department of Legal Affairs, Shastri Bhawan for giving wide publicity to this circular.
2. Under Secretary, Admn. I (LD), Legislative Department, Shastri Bhawan for giving wide publicity to this circular.
3. Under Secretary, Admn., Department of Justice, Jaisalmer House, 26, Mansingh Road, New Delhi-110011, for giving wide publicity to this circular.
4. Deputy legal Adviser, In-Charge, Litigation (HC/LC) Section for giving wide publicity to this circular.
5. In- Charge, Central Agency Section for giving wide publicity to this Circular.
6. Under Secretary, CS.I(Coord), DoPT, Lok Nayak Bhawan, Khan Market with a request that the circular may be hosted on the website of DOPT (for wider dissemination among all Ministries/Department).
7. Sr. System Analyst, NIC for uploading it on the website of Law Commission of India.

**Annexure-I**

- GENERAL INFORMATION**
1. Name of the Candidate :
  2. Date of Birth :
  3. Father's Name :
  4. Permanent Address :
  5. Mailing Address :
  6. Telephone No. :  
Mobile No. :  
E-Mail ID :



Affix passport size photo

**II (a) Academic / Professional Qualifications:**

| Degree | University | Field/Specialisation | Year of Passing | Any other Inf. |
|--------|------------|----------------------|-----------------|----------------|
|        |            |                      |                 |                |
|        |            |                      |                 |                |
|        |            |                      |                 |                |

**(b) Details of Experience:**

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Also **enclose the copy of PPO.**

| Office/ Institute/ Organisation | Post Held | From | To | Nature of Duties in brief |
|---------------------------------|-----------|------|----|---------------------------|
|                                 |           |      |    |                           |
|                                 |           |      |    |                           |
|                                 |           |      |    |                           |
|                                 |           |      |    |                           |

**(C) Additional Information**, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Candidate

Place:

**Terms and Conditions**

**Eligibility:**

- I. Retired Central/State Government employee at the level of SO or equivalent having experience in library management. In case of other than retired employees, a person holding degree/diploma in Library management and having relevant experience of not less than 5 years.

**2. Remuneration:**

As specified in Department of Expenditure's O.M. No. 3-25/2021-E.IIIA dated 09.12.2020 i.e. Last Pay Drawn minus Pension.

**3. Engagement:**

- 3.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Law Commission of India.
- 3.2 Law Commission of India may prepare a panel of Consultants which will be valid for one year from the date of declaration of such a panel.

**5. Drawal of Pension:**

- 5.1 The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant in Law Commission of India.
- 5.2 The engagement as Consultant shall not be considered as a case of re-employment.

**6. Leave:**

- 6.1 The Consultant shall be entitled to avail leave as per aforesaid DoE's O.M. dated 09.12.2020 on pro rata basis i.e. 1.5 days for each completed month of service.
- 6.2 The un-availed leave in a calendar year will not be carried forward nor be entitled for leave encashment.

**7. Working Hours:**

The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.



#### **8. Tax Deduction at Source:**

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

#### **9. Confidentiality of data and documents:**

The Consultant would be required to sign a non-disclosure undertaking as per annexure III.

#### **10. Conflict of Interest:**

10.1 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 Law Commission of India nor will he indulge in any activity outside the terms of the contractual assignment.

10.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with the Law Commission of India.

#### **11. Termination of Agreement:**

Law Commission of India may terminate the contract to which these terms apply, if:

- I. The Consultant is unable to address the assigned work.
- II. Quality of assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Law Commission of India
- III. The Consultant is found lacking in honesty and Integrity.
- IV. The Competent Authority in the Law Commission of India may also terminate the contract at any time without giving any notice and also without assigning any reason.

To,

The Deputy Secretary,  
Law Commission of India,  
Lok Nayak Bhawan, Khan Market,  
New Delhi-110003.

Sir,

I hereby undertake to-

- I. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - II. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - III. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - IV. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Law Commission of India which would otherwise conflict with my obligations towards Law Commission of India.
  - V. To abide by data security policy and related guidelines issued by Law Commission of India.
  - VI. Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Law commission of India any records/ material/ equipment, documents or data which is of confidential nature.
3. I shall keep Law commission of India informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical electronic or in digital format.

Yours faithfully,

(signature)

Name: