

VACANCY CIRCULAR FOR APPOINTMENT OF LEGAL CONSULTANT

Nominated Authority requires the services of a consultant on contract basis for a period of one/Two year. Summary of consultant's position, Terms of Reference and remuneration for this position are as under:

S.No.	Name of position	No. of position	Consolidated remuneration (Rs. per month)	Terms of Reference
1	Legal Consultant	As per requirement	75,000/-	As per Annexure-I

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed pro-forma (Annexure-II) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to the Nominated Authority, Room No 120, 'F' Wing, 1stFloor, Shastri Bhawan, New Delhi – 110001.

3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. The Nominated Authority reserves the right to reject any application without assigning any reason.

5. Dully filled in application forms along with relevant documents may be submitted by 22.02.2019.

(N K Singh)
Deputy Secretary to the Government of India

Annexure – I
Terms of Reference for engaging consultant

1.	Name of post	Legal Consultant
2.	Number of post	As per requirement
3.	Essential Qualifications	(1) Applicant should be professional having Degree of Law (03 years or 05 years course) from an University and/or Institute in India recognized by the Bar Council of India (2) Applicant should be registered as an advocate in the Bar Council of India in terms of the Advocates Act, 1961.
4.	Experience in relevant field	Applicant must have a minimum practice of 5 years in appearance before High Courts /Supreme Court of India with 5 years experience of working with Government Departments/PSUs.
5.	Scope of work	Legal Consultant shall perform the following duties/functions: a. Prepare para-wise comments/ counter affidavits/ petitions/ applications, etc. across the courts, tribunals and other statutory authorities filed against or by the Nominated Authority. b. Prepare and maintain the list of pending court cases in the O/o Nominated Authority. c. Monitor the pending court cases, to assist and be present in the court at the time of hearing. d. Draft various documents in relation to Auction/Allocation or any other matter assigned by Nominated Authority. e. Perform such other work of legal nature, as may be trusted from time to time by Nominated Authority.
6.	Method of Engagement	Short term on contract basis.
7.	Period of contract	The appointment on the above post will be purely on contract basis initially for a period of Two years. Further extension may be considered based on the work performance and on need basis. The decision of Nominated Authority shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service, etc.
8.	Age Limit	Not more than 40 years as on 22.02.2019.
9.	Remuneration (per month)	Consolidated remuneration of Rs. 75,000/- (Rupees SeventyFive Thousand Only) on monthly basis.
10.	Other terms of engagement	(i) The Consultants will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, the consultant is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government

applicable to Group B Non-Gazetted Officer.

(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

(iii) The Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultant shall not draw any remuneration for the absence in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Nominated Authority.

(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry of will issue TDS Certificate (s).

(vi) The consultant shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than Nominated Authority in any matter during the period of his/ her engagement with Nominated Authority. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to Nominated Authority which is adverse to the interest of the Nominated Authority.

(vii) The contract of consultant may be terminated, after giving one month notice, in following situations:

- If the Consultant is unable to do the assigned work.
- Quality of the assigned works is not to the satisfaction of the Nominated Authority.
- If the consultant is absent from duty without due authorisation.
- If the Nominated Authority elects not to renew the contract of the consultant at the end of consultancy period.
- Any other reason as may be required.

Provided that the Nominated Authority reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.

(viii) Termination shall be effected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.

		<p>(ix) The Consultant is required to give 30 days' notice to the Nominated Authority in case he/she opts to quit the assignment.</p> <p>(x) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>(xi) The person who has worked as consultant shall not disclose the information received by him/ her during the period of such engagement to any person other than Nominated Authority at any time whether during continuance of such engagement or after its severance. Further, the consultant shall not represent, advise or work for any person against the interest of Nominated Authority/ Central Government for 02 years from the date of termination in the matters related to coal mines/blocks.</p>
11.	Selection process	<p>Selection of the Consultant will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification.</p>

Annexure – II

APPLICATION FOR THE POST OF LEGAL CONSULATANT FOR NOMINATED AUTHORITY

BIO-DATA

Passport-size
Photo of applicant
with cross
signature

S.No.	Detail	Description
1	Name	
2	Date of Birth	
3	Correspondence Address	
4	Contact number/ Mobile number	
5	Email ID	
6*	Educational Qualification -	
7*	Professional qualification and experience in relevant field	
8	Current work profile	
9	Additional information	

* : Separate sheet may be attached if required. Self-attested copies of certificates should be enclosed.

Place:

Date:

(Signature of applicant)