

No.21/02/2020-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 9<sup>th</sup> November, 2020

**OFFICE MEMORANDUM**

**Subject:- Engagement of One Legal (Retired Govt. Servants) in the Ministry of Skill Development and Entrepreneurship-reg**

The undersigned is directed to circulate the Office Memorandum No. A-12011/03/2020 – Estt. dated 03 November, 2020 (along with enclosures) received from Ministry of Skill Development & Entrepreneurship who proposes to engage one Legal Consultant (Retired Govt. Servant) in the Ministry of Skill Development & Entrepreneurship, New Delhi on contractual basis.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.



(P. Bairagi Sahu)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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**No. A-12011/03/2020-Estt.**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**

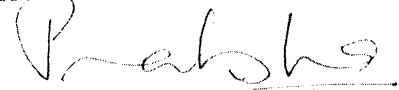
Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001, Dated November 03, 2020

**OFFICE MEMORANDUM**

Subject:-Engagement of One Legal Consultant (Retired Govt. Servants) in the Ministry of Skill Development and Entrepreneurship - reg.

The undersigned is directed to forward herewith a copy of vacancy circular for engagement of legal consultant **(One post)** (Retired Govt. Servant) in the Ministry of Skill Development & Entrepreneurship, New Delhi) on contractual basis.

2. In order to give wide publicity to this vacancy circular, DoP&T is requested to upload the same on its website. A copy of same is enclosed herewith.



(Prabha Sharma) 3/11/20  
Under Secretary to the Govt of India  
Tel: 011-23465890

Encl: as above.

To,

Department of Personnel & Training  
Director (C.S. I)  
Lok Nayak Bhawan, Khan Market,  
New Delhi.

**A-12011/03/2020-Estt.**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**

Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001, Dated November 03, 2020

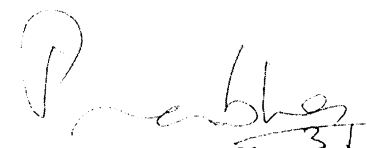
**VACANCY CIRCULAR**

Subject:- Engagement of One Legal Consultant (Retired Govt. Servants) in the Ministry of Skill Development and Entrepreneurship - reg.

Ministry of Skill Development and Entrepreneurship (MSDE) invites application from DS and equivalent rank officers retired from Ministry of Law & Justice for appointment to the post of Legal Consultant (one post) on contract basis. The engagement would initially be for a period of one year from the date of engagement. It may be extended one year at a time subject to eligibility criteria mentioned in Annexure-I to this circular and satisfactory performance of the consultants. The engagement can be terminated any time if the post is required no more or if the performance of the consultant is not found satisfactory. The eligibility criteria and terms and conditions of engagement are given in Annexure-I.

2. Duly filled in application forms may be sent to MSDE by 2<sup>nd</sup> December, 2020 5:30 p.m. at following e-mail addresses:

- (i) [sikandar.mehra@gov.in](mailto:sikandar.mehra@gov.in)
- (ii) [prabha.s72@gov.in](mailto:prabha.s72@gov.in)
- (iii) [rk.gupta74@gov.in](mailto:rk.gupta74@gov.in)

  
(Prabha Sharma) 11/20

Under Secretary to Govt the of India  
Tel: 011-23465890

Annexure-I

Terms of Reference for engaging Legal Consultant

1.	Name of the post	Legal Consultant
2.	Number of post	One
3.	Essential Qualifications	Govt. employee of <b>DS and equivalent</b> rank who has retired from Ministry of Law & Justice having expertise in legal matters with experience of handling court cases.
3.	Scope of work	<ul style="list-style-type: none"> <li>• To provide assistance primarily involving legal issues and assistance to attached offices based on requirement.</li> <li>• Perform such other work of a legal nature as may be entrusted from time to time.</li> <li>• Maintain a register of pending court cases in the Ministry.</li> <li>• Monitor the pending court cases.</li> <li>• To assure and monitor implementation of judgments given by the Court(s)</li> <li>• Liaison with Govt lawyers handling the cases, and various Departments under Ministry of Law.</li> </ul>
6	Period of engagement	The period of engagement will be for a period of one year. The engagement may be extended one year at a time subject to age limit described in para 8 below.
7.	Period of contact	The appointment on the above post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services. The performance of the consultants will be reviewed after every year and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of Ministry of Skill Development & Entrepreneurship shall be final in this regard.
8.	Age Limit	Maximum age limit for applying for the post is <b>63 years</b> (as on the last date of receipt of application). However, age limit for engagement would be 65 years. Engagement beyond 65 years and upto 70 years would be with the approval of Secretary keeping in view the good health of the consultant for the work, essentiality of the services offered and high level of expertise.
9.	Remuneration(per month)	Remuneration would be the (last pay drawn+DA) - (Pension+DR).The total monthly remuneration and the pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rate of Dearness Allowance. Rate of Dearness Allowance shall be fixed at rate of dearness allowance on the date of issue of this circular.

<p>10.</p>	<p>Other terms of engagement</p>	<p>(1) The Consultant will not be entitled to any separate monthly allowance including conveyance allowance, HRA etc. However, in case, the consultant is required to travel outside Delhi in connection with 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 A Gazetted officer.</p> <p>(2) The Consultant will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and medical reimbursement, personal support staff, Transport facilities etc.</p> <p>(3) The consultant shall be eligible for 08 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 08 days in a year. Also, Un-availed leave in a year can't be carry forward to next calendar year.</p> <p>(4) The consultant will be required to discharge the duties as assigned to him/her by the MSDE.</p> <p>(5) 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 MSDE will issue TDS Certificate.</p> <p>(6) The consultant shall, in no case, work or represent in court or before any other authority, tribunal etc. or give opinion, advice to any person other than MSDE in any matter during the during the period of his/her engagement with MSDE. Further, in no case, the consultant shall act, or conduct anything regard to any person or render any advice to MSDE which is adverse to the interest of MSDE.</p> <p>(7) The Contact of consultant may be terminated, after giving one month notice, in following situations:</p> <ul style="list-style-type: none"><li>➤ If the consultant is unable to do the assigned work.</li><li>➤ Quality of assigned work is not to the satisfaction of the MSDE.</li><li>➤ If the consultant is absent from duty without due authorization.</li><li>➤ If the Ministry elects not to renew the contract of the consultant at the end of period</li></ul> <p>(8) MSDE reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any</p>
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		<p>remuneration or notice period on the ground of proven misconducts.</p> <p>(9) 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> <p>(10) The consultant is required to give 30 day's notice to the MSDE in case h/she opts to quit the assignment.</p> <p>(11) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>(12) The person who has worked as consultant shall not disclose any information by him/her during the period of such engagement to any person other than MSDE at any time whether during continuance of such engagement or after its severance. Further the consultant shall not represent, advice or work for any person against the interest of MSDE/Central Govt. for 2 years from the date of termination in the matter related to MSDE.</p>
11.	Selection process	Selection of consultant will be done on the basis of performance in personal interview by a selection committee. Only the shortlisted candidates will be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, shortlisted candidate shall produce their bio-data and certificates, in original, for verification.
12.	Attendance and working days	The working hours of the consultant will be same as for regular Govt. employee working in the Ministry. No Extra remuneration shall be paid for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compulsory leave in such cases shall be at the discretion of the competent authority.
13.	Confidentiality and Secrecy	During the period of engagement with MSDE, the consultant would be subject to the provisions of India Official Secret Act, 193 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.

*Herby*

Paste  
your  
recent  
passport  
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photograph

**Application Form for engagement of Consultants (Retd. Govt. Servants) in Ministry of Skill Development and Entrepreneurship (Please type):**

- 1. Name: \_\_\_\_\_
- 2. Father's Name: \_\_\_\_\_
- 3. Date of Birth: \_\_\_\_\_
- 4. Domicile: \_\_\_\_\_
- 5. Nationality: \_\_\_\_\_
- 6. Postal Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_
- 7. E-mail: \_\_\_\_\_
- 8. Mobile: \_\_\_\_\_
- 9. Educational Qualifications: \_\_\_\_\_
- 10. Positions held during last ten years of service

Sl. No.	Designation & Place of posting including the name of the Ministry/Department	Scale of pay	From	To	Nature of work performed

- 11. Skills/ Trainings:
- 12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).
- 13. Please attach a copy of Pension Payment Order (PPO) (in case of retired personnel)

Name and Signature of the Applicant

Place:

Date: