

ADMN. IV  
GOVT. OF INDIA  
MINISTRY OF INFORMATION AND BROADCASTING  
A Wing, Shastri Bhawan, New Delhi-110001

Dated: 24.04.18

NOTICE

**Subject: Engagement/Hiring of services of 3 Legal Consultants in the M/o I&B – reg.**

In supersession of the Ministry of Information and Broadcasting's notice dated 24.08.17 inviting applications for hiring two Legal Consultants on contract basis for the period of one year, this Ministry hereby invites fresh application for hiring 3 Legal Consultants.

2.1 The three Legal Consultants will be hired on contract basis for the period of one year to begin with. This period could be extended further based on the requirement of the Ministry. However, the performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance.

2.2 The essential educational qualification and experience for the Legal Consultants are as follows:

- (i) Degree of L.L.B. or equivalent from a recognized university and/or Institute in India or abroad, recognized by the Bar Council of India.
- (ii) Qualified to be registered as an advocate in any State Bar Council/ Bar Council of India in terms of Advocate's Act, 1961.
- (iii) At least five years of experience in Court of Law or expert in legal matters with sufficient experience working in Government Department having handled Court Cases.
- (iv) Retired government servant of the level of SO/US/DS fulfilling the above criteria may also apply for the post.

2.3 The general terms and conditions of engagement are as listed below:

- (i) **Remuneration:** Rs. 50,000/- per month (Rupees fifty thousand only)
- (ii) **Period of engagement:** The consultants will initially be engaged for a period of one year. The engagement can be extended or curtailed depending upon the performance/need of the Ministry.

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- (iii) **Allowances:** No allowance such as Dearness Allowance, Residential Telephone, Transport Facility/Transport Allowance, House Rent Allowance, CGHS, Medical reimbursement etc. is admissible.
- (iv) **Leave:** No leave except 8 days casual leave in a calendar year. The Legal Consultants are expected to be in office during normal working hours.
- (v) **TA/DA:** TA/DA is allowed for travel in the country in connection with the official work as per normal rules applicable to any serving officer of the rank of DS/Director.
- (vi) **Headquarters:** The headquarters will be at New Delhi.
- (vii) No other benefits will be admissible.
- (viii) The Ministry reserves the right to terminate the services of the consultants without any prior notice if the performance is not found to be satisfactory.
- (ix) The Legal Consultants would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (x) The Legal Consultants are expected to perform the following duties/functions:
  - a. Tender legal opinion on the issues coming before the Ministry. Prepare para-wise comments on all OAs Writ Petitions, SLPs, PILs filed against the Ministry and forward to the concerned Standing Counsel after approval of the Competent Authority, for drafting counter affidavit.
  - b. Scrutinise the counter affidavit received from Counsel with reference to the para wise comments.
  - c. Perform such other work of a legal nature as may be entrusted from time to time.
  - d. Maintain a register of pending court cases in the Ministry.
  - e. Monitor the pending court cases.
  - f. To be present in the court during the hearing.
  - g. Further, the Legal Consultants should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

3. **Selection Procedure:** The engagement shall be purely on contract basis. Applications in response to this advertisement shall be shortlisted on the basis of experience and qualification of applicants. The Legal Consultants shall be selected from shortlisted candidates by the Screening-cum-Selection Committee constituted by the Ministry for this purpose. The decision of the Committee shall be final and binding.

4. The interested candidates/firms may submit an application along with copies of educational qualification and experience certificates in a sealed envelope in the format attached and address it to the Under Secretary (Admn.), Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi. The last date of submission of application is 20 days from the publication of this notice on the Ministry's website.

5. The Ministry holds the right to reject any application without furnishing any reason to the applicant whatsoever. Further, the applicants should submit an affidavit of **No Conflict of Interest** along with the necessary documents as mentioned in para 4.

  
(SHAILESH GAUTAM)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
Tel: 2338 4990

**APPLICATION FOR THE APPOINTMENT OF LEGAL CONSULTANTS IN THE MINISTRY OF INFORMATION AND BROADCASTING (also to be emailed on [soadm2.inb@nic.in](mailto:soadm2.inb@nic.in) in MS Word format)**

1. Name (in capital letters) :
2. Date of birth (dd-mm-yyyy) :
3. Age on the date of submitting the application :
4. Current designation (if in service) :
5. Current Ministry/Place of work (if in service) :
6. Last post held before retirement (if retired) :
7. Last Ministry/ Place of work (if retired) :
8. Date of retirement (if retired) :
9. Whether retired on attaining the age of superannuation or voluntary retirement (if retired) :
10. Details of the previous Ministries/Places of work and corresponding posts held during the service :
11. Have you ever been assigned the responsibility of a Legal Consultant? :
12. If yes, the details thereof :
13. Whether any penalty was imposed during the service :
14. If yes, the details thereof :

Name:

Signature:

Contact Number:

Address:

Place:

*2/10*

Date: