

No.C-18013/1/2017-S&D
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING
SONG AND DRAMA DIVISION
Soochna Bhawa, CGO Complex, Lodhi Road, New Delhi-3

Contractual vacancy Notice

Applications are invited for the post of One Consultant(Legal) for Song and Drama Division on contract basis initially for six (6) months. The details of posts, job requirement, age limit, qualification(s) and experience required for the post are available at website of the Ministry i.e. at <http://www.mib.gov.in> under the link Appointments/Jobs. Applications with required enclosures may reach the Director, Song and Drama Division, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 by 06.10.2017 at the latest.


Admn. Officer

TERMS AND CONDITIONS

1. Period of engagement

The engagement shall be initially for a period of 06 months .The engagement can be extended or curtailed depending upon the performance of the consultant or requirement of the Department with the approval of the competent authority.

2. Selection procedure

The appointment will be purely on contract basis. Applications in response to this advertisement will be shortlisted on the basis of experience and qualification of candidate. Consultant will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by this Department for this purpose.

3. Remuneration

Retired Section Officers/Under Secretary /Deputy Secretary appointed as consultant will be paid the consolidated monthly fee of Rs.40,000/- during the period of engagement. No other perquisites or allowances will be admissible other than the consolidated fee.

4. Scope of Duties

During the period of such engagement, the consultant would be required to perform court matters and related administrative/vigilance matters and legal matters pertaining to Song and Drama Division as per details in **Annexure-I** and any other work assigned by Competent Authority.

5. Leave

The consultant would not be entitled to any kind of regular leave. However, they would be entitled to casual leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. Office time and working hours

Engagement of consultant would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The consultant can be called on Saturday/Sunday/Other Gazetted Holidays, if required.

7. Tax deduction at source

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 office will issue TDS certificate.

8. Conflict of interest

The consultant appointed by this office, shall in no case represent, give opinion or advice to others in any matter which is adverse to the interest of this office.

9. Termination of service

The engagement may be terminated at any time by the office without giving any prior notice.

10. Qualification:

Graduation

11. Desirable Qualification:

Degree in Law

12. Experience

Atleast 05 years of experience in administration in supervisory capacity with atleast 02 years of experience in handling various aspects of legal matters including Court Cases

13. Guidelines for the submission of the application

The duly completed application in prescribed Performa should be submitted so as to reach the office within 21 days of publication of the advertisement in the Newspaper or by 06.10.2017. Any application received after 06.10.2017 will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement Notification/Order
- b) Copy of PPO
- c) Certificate in support of educational qualification & experience etc.

Annexure-I

Terms of reference for hiring of Consultant:

- (a) Keeping track and attending hearings of cases concerning S&DD in different benches of CAT/High Court and Supreme Court, as the case may be.
- (b) Drafting replies to original application filed in CAT/Writ filed in High Courts and matters filed in the Supreme Court in close coordination with concerned Government Counsel.
- (c) Attending to any other legal matter of any nature involving Song and Drama Division as per direction of Director, Song and Drama Division.
- (d) Any other matter at the discretion of Director, Song and Drama Division

Annexure-II**SONG AND DRAMA DIVISION
APPLICATION FOR ENGAGEMENT OF CONSULTANT****1. Personal Details:**

| | |
|-------------------------------------|--|
| Name | |
| Father's Name | |
| Date of Birth | |
| Sex | |
| Whether SC/ST/OBC/PWD/Ex-Servicemen | |
| Nationality | |

2. Permanent Address:

Tel. No.

Mob.No.

E-mail:

3(a) Academic Qualifications in descending Order:

| S.No. | Examination passed | Name of Institution/University | Year of passing | % of marks | Specialization |
|-------|--------------------|--------------------------------|-----------------|------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

3(b) Professional Qualifications:

| S.No. | Examination passed | Name of Institution/University | Year of passing | % of marks | Specialization |
|-------|--------------------|--------------------------------|-----------------|------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

4 Employment Records:

| S.No. | Organization | Designation | Pay Scale | From | Job Profile |
|-------|--------------|-------------|-----------|------|-------------|
| | | | | To | |
| | | | | | |
| | | | | | |
| | | | | | |

5 Total Post Qualification Experience in years:

6 Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. A copy of PPO should be attached.
3. Mentioned the list of documents attached alongwith the form:

(a).....(b).....

(c).....(d).....

I certify that the information given above is true and correct.

(Signature of Candidate)