

No.A-11013/01/2017-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi,
Dated: the 09th October, 2018

Subject: Engagement of Consultants (16) in Ministry of Home Affairs, New Delhi on contract basis-reg.

Ministry of Home Affairs intends to engage the services of 16 Consultants, on contract basis, for a period of one (01) year for administrative, establishment and legal work in the Ministry. This period may be extended further based on the requirement of the Ministry. However, the performance of the Consultants will be reviewed after every six (06) months and their contract shall be extended or curtailed (as the case may be) depending upon their performance/need of the Ministry.

2. The essential educational qualification and experience for the Consultants are as follows:

- (i) Degree of LLB or equivalent from a recognised University and/or Institute in India or abroad, recognised by the Bar Council of India.
- (ii) At least three (03) years of experience in Court of Law or expertise in legal matters with experience of working in Government Department having handled Court Cases.

3. **Age:** Not more than 65 years as on the closing date of the advertisement/notice.

4. The general terms and conditions of engagement are as under:

- (i) **Remuneration:** For private persons, consolidated ₹50,000/- per month (Rupees fifty thousand only). For retired Govt. servants, the remuneration would be last pay drawn minus pension plus DA.
- (ii) **Period of engagement:** The Consultants will initially be engaged for a period of one (01) year. The engagement may be extended or curtailed depending upon the performance/need of the Ministry.
- (iii) **Travelling Allowance/Daily Allowance:** TA/DA will be allowed for travel in the country in connection with the official work, as per rules.
- (iv) **Allowances:** No other allowance such as Dearness Allowance, House Rent Allowance/residential accommodation, Transport facility/ Transport Allowance, Residential Telephone, CGHS, Medical reimbursement etc. is admissible.
- (v) **Headquarters:** The headquarters will be at New Delhi.

...contd.2/-

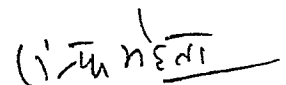
- (vi) **Leave:** Consultant shall be entitled for 08 days leave in a calendar year on pro-rata basis. They shall not draw any remuneration in case of his/her absence beyond 08 days in a calendar year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to next year. The Ministry would be free to terminate the services in case of absence by more than 15 days beyond the sanctioned leave in a calendar year.
- (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 Consultant having accepted the offer of engagement would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.
- (x) Any breach of contract executed by the Consultant with this Ministry shall be considered a sufficient ground for the termination of the engagement made under the contract and may further debar such Consultant from future engagement by the Ministry.
- (xi) Ministry of Home Affairs reserves the right to reject any application without assigning any reasons.

5. **Nature of duties:**

- (i) To provide assistance primarily involving legal issues.
- (ii) Perform such other work of a legal nature as may be entrusted from time to time.
- (iii) Maintain a register of pending court cases in the Ministry.
- (iii) Monitor the pending court cases.

6. **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 Consultants shall be selected from shortlisted candidates by the Screening-cum-Selection Committee constituted by the Ministry for this purpose.

7. The interested candidates may submit their application as per the format provided in Annexure-I alongwith copies of educational qualification and experience certificates in a sealed envelope to **Under Secretary (Ad.V), Ministry of Home Affairs, North Block, New Delhi-110001 on or before 15th November, 2018.** Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. Ministry of Home Affairs shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.



(Sanjay Mehta)

Under Secretary to the Govt. of India
Tel. No. 2309 4008

Application for appointment of Consultants in the Ministry of Home Affairs

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Age as on the date of closing
date of receipt of application :
4. Educational Qualifications :
5. Whether Educational and other
qualifications required for the post
are satisfied. **(if any qualification has
been treated as equivalent to the one
prescribed in the Rules, state the
authority for the same.)** :

Qualifications/Experience
Required

Qualification(s)/Experience
possessed by the candidate

Essential :
Desired (if :
applicable)

6. Please state clearly whether in
the light of details provided by
you above, you meet the
requirements of the post :
7. Details of Employment/Experience in chronological order. Enclose a
separate sheet duly authenticated by your signature, if the space below
is insufficient.

Office/ Institution	Post held	From	To	Remuneration (Scale of pay, Grade Pay and basic pay)	Nature of duties (in detail)

DECLARATION

I hereby, undertake that the information given above is true and correct. I agree to the terms and conditions for engagement as Consultant in the Ministry of Home Affairs.

Place:

Date:

Signature of the candidate

Name :

Address :

Mob. No.: