

No.7/6/2016-Admn.I(LA)
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Admn. I Section

Shastri Bhawan, New Delhi-1

Dated : 3rd Dec. 2016

CIRCULAR

**Sub: Engagement of Legal Consultants in Department of Legal Affairs,
Ministry of Law & Justice on Contract basis.**

Department of Legal Affairs(DoLA), Ministry of Law & Justice invites applications from Indian Nationals for the post of Legal Consultants (10 Nos.) on Contract basis initially for a period of six months which may be extended by Competent authority subject to satisfactory performance of such person.

2. Eligibility Conditions:

- (i) Law Graduate from a recognized University or equivalent;
- (ii) At least 3 years' or more experience in tendering advice in any of the fields including litigation, arbitration, conveyancing, cyber-law, infrastructure, etc.
- (ii) Preference will be given to L.L.M. qualified person with 3 years' experience.

3. Age Limit : Not more than 40 years as on the closing date of the Advertisement/Notice.

4. Fees : The selected candidate will be paid a consolidated amount of ₹60,000/- (Rupees Sixty Thousand) per month.

5. Nature of duties :

- (i) To give advice on all matters referred by the various Ministries/Department of the Government of India;
- (ii) To look after Government litigation work;
- (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required;
- (iv) To perform administrative and other works as may be assigned.

6. **Terms & Conditions:**

The Legal Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the Department of Legal Affairs, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.

7. **Method of Selection:**

The candidates will be shortlisted based on their marks obtained in their Law degree, experience in legal field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates.

8. Apart from the above, all the rules and instructions of Government of India on the subject will be followed including the *Reservation Policy, if any*.

8. Interested candidates may submit their application in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover superscribed "**Selection for the post of Legal Consultant in DoLA**" addressed to Shri Bhakti Lal, Under Secretary, Department of Legal Affairs, Ministry of Law & Justice, Room No. 410D, Shastri Bhawan, New Delhi within a period of 20 days from the date of publication of this circular. Application which is not made in the format as per Annexure-I and not received in time will be rejected outrightly.


(Bhakti Lal)
Under Secretary to the Govt. of India

To

1. Deputy Legal Adviser, In-Charge, Litigation(HC/LC) Section for giving wide publicity to this Circular.
2. In-Charge, Central Agency Section for giving wide publicity to this Circular.
3. Sr. System Analyst, NIC for uploading it on the website.
4. E-Office.

BIO-DATA**I. GENERAL INFORMATION**

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Whether belongs to SC/ST/OBC
Category :
7. Telephone No. :
- Mobile No. :
- Email ID :

II. (a) Academic / Professional Qualifications:

Degree	University	Field/Specialisation	Year Passing	of	Any other Inf.

(b) Details of Experience :

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institute/ Organisation	Post Held	From	To	Nature of duties in brief

- (c) Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

Date:**Place:****Signature of the Candidate**