

F.No. A-11019/1/2023-CC-MOSPI
Ministry of Statistics and Programme Implementation
Computer Centre

East Block 10, Sector-1,
R.K.Puram, New Delhi
Dated: 10th July, 2023

CIRCULAR

Subject:- Engagement of retired Government Officers in the Ministry of Statistics and Programme Implementation as Legal Consultant-regarding

The Undersigned is directed to circulate the invitation for applications from retired Government Officers, who retired at the level of Assistant Legal Adviser (Under Secretary level) or above in the Central Government. State Government employees retired at the level equivalent to Assistant Legal Adviser or above in the Central Government are also eligible to apply for Engagement as Legal Consultant in the Computer Centre of the Ministry of Statistics and Programme Implementation, for an initial period of one year, extendable by a period of one more year, subject to the requirement of the Ministry and assessed satisfactory performance of the selected applicant. The details of the candidature are as follows:

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| 1. | Designation | Legal Consultant |
| 2. | Period of engagement | Initially for a period of one year from the date of joining, which may be extendable by further one year, on the basis of requirement of the Ministry and assessed satisfactory performance of the selected applicant. |
| 3. | No. of Personnel required | One |
| 4. | Place of posting | Computer Centre, Ministry of Statistics & PI, East Block-10, R K Puram, New Delhi-110066 |
| 5. | Remuneration per month | Pay at the time of retirement, minus pension, excluding dearness allowance, and as regulated by the Department of Expenditure, Ministry of Finance OM 3-25/2020-EIIIA dated: 9th December 2020. (Copy attached) . This will be a fixed remuneration and shall remain unchanged for the entire duration of the engagement. The Legal Consultant shall not be entitled to any other allowances, beyond those as are mentioned in the above OM. |
| 6. | Age Limit | Not beyond 62 years (Maximum age of 62 will be counted as on closing date of the application) |
| 7. | Qualification | Educational: Degree in Law from a recognized university Essential Experience: Dealing with legal matters at appropriate level in the Central Government/ State Government Departments, viz. the Ministry of Law & Justice (Department of Legal Affairs), etc. having a |



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| | | minimum of five years of experience at the level of Assistant Legal Adviser or above in the Central Government. State Government employees, retired at the level equivalent to Assistant Legal Adviser or above in the Central Government, are also eligible to apply, having experience in dealing with legal matters, including, but not limited to, Drafting of OA/ Counter Affidavit and other legal documents as required in various Courts. |
| 8 | Eligibility | Retired Government Officer at the level of Assistant Legal Adviser or above having a minimum of 5 years of experience in handling legal matters at Assistant Legal Adviser or above. |
| 9 | Nature of duties | As per Annexure-I . |
| 10 | Closing date for submission of applications | Application in the prescribed proforma may be submitted by 31.07.2023. |
| 11 | Application to be forwarded to the: | The Head of the Office, Computer Centre, Ministry of Statistics and Programme Implementation East Block-10, Sector-1, RK Puram, New Delhi -110066 |

2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions contained in the guidelines for engagement of Consultant of the Department of Expenditure, Ministry of Finance vide OM. No. 3-25/2020-EIIIA dated: 9th December 2020, as amended from time to time (copy enclosed).

3. The selection process of the Legal Consultant shall be governed in terms of Selection Criteria as described at **Annexure-II**.

4. The Consultant may be called to the office on Saturdays, Sundays and other Gazetted holidays or may be asked to sit late in office after office hours in case of exigency of work. No extra allowances will be permissible for the same.

5. Applications received incomplete or after due date will not be considered. Only Shortlisted candidates will be intimated and called for interaction/ interview. No TA/ DA shall be admissible to the Consultants for attending the interaction/ interview or for taking up the assignment. Consultant shall not be entitled to any foreign travel at Government expenditure.

6. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the Consultant. A TDS Certificate shall be issued by the concerned Drawing and Disbursing Officer, Computer Centre, on demand.

7. Unavailed paid leave shall not accrue for the purpose of encashment.

8. Computer Centre, Ministry of Statistics and Programme Implementation reserves the right to reject any application without assigning any reason. Computer

Centre also reserves the right to terminate the service of the Legal Consultant at any time, without any prior notice, and also without assigning any reason thereof. However, the Legal Consultant is at liberty to resign from this assignment at any point of time against a prior notification period of 30 days.



(Amit Kumar)
Deputy Director and Head of the Office

To,

1. The Under Secretary, C.S.I Division, DoP&T, Ministry of Personnel, Public Grievances and Pensions, Lok Nayak Bhawan, New Delhi... with a request to upload this Circular on the website of DoP&T for wide publicity.
2. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the Circular amongst the concerned.
3. All Officers of MoSPI through e-Office.

PROFORMA

**Application for Engagement of Legal Consultant in the
Ministry of Statistics and Programme Implementation**

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|----|---|--|---|
| 1. | Name in full (Block Letters) | | Paste the Recent passport size photograph |
| 2. | Date of Birth | | (DD/MM/YYYY) |
| 3. | Date of Superannuation from Govt. Service | | |
| 4. | Educational Qualification | | |
| 5. | Complete Residential Address (Current address with complete documentary evidence viz. Aadhar/ Voter I-card / Rent agreement / Electricity bill etc.) | | |
| 6. | Telephone; Mobile No. | | |
| 7. | E-mail ID | | |
| 8. | Last pay drawn (Copy of the PPO to be enclosed by the retired Govt. officer) | | |

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| 9. | Pension drawn | | | | |
|---------|---|--------------------------------|------|----|----------------------------|
| 10. | Position held as Assistant Legal Adviser or above in the Central Government/ State Government employees (retired at the level equivalent to Assistant Legal Adviser or above in the Central Government) | | | | |
| Sl. No. | Organisation/s where served and designation * | Scale of Pay & Substantive Pay | From | To | Nature of duties performed |
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* Details provided to be verified subsequently from the respective Ministry/Department or from the Ministry/ Department where the candidate superannuated.

Note: Self-attested copies as documentary evidence in respect of items at Sl. No.-2, 3, 4, 5, 8, 9 and 10 must be provided.

11. Additional information, if any, in support of suitability for the said engagement. [Attach separate sheet, if necessary.]

I hereby declare that all the statements in the application are true and complete to the best of my knowledge and belief. I, further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for the engagement of the legal consultant.

(Name & Signature of the applicant)

Place:

Date:



Annexure-I**Duties & Responsibilities of Legal Consultant**

1. Render legal opinion on the legal 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.
2. Scrutinise legal papers/ documents/ correspondences and the counter Affidavit received from the Standing Counsel with reference to the para-wise comments.
3. Drafting of the contract and legal documents ensuring the interest of the Ministry is one of the prime tasks in this assignment.
4. Perform such other works of legal nature, as may be entrusted from time to time.
5. Maintain the list of pending court cases in the Ministry.
6. Monitor the pending court cases and shall also appear to assist the standing Legal counsel appointed on behalf of the Ministry in the various Courts of Law, if required.
7. The Legal Consultant shall also assist the Ministry in any policy decision/ matters as and when required by the Ministry.

Annexure-II**SELECTION CRITERIA**

1. The criteria for selection of the Legal Consultant shall be governed as under:
 - a. The Educational qualification of the Applicant, where higher weightage would be given to higher qualified candidates and the pattern of scoring would be as under:

| Educational Qualification | Degree | Score |
|---------------------------|--|-------|
| | LL.M. | 5 |
| | LL.B. with more than or equal to 70% marks | 3 |
| | LL.B. with more than or equal to 60% marks but less than 70% marks | 2 |
| | LL.B. with more than or equal to 50% | 1 |



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| marks but less than 60% marks |
| • Highest qualification would be considered for the purpose |

- b. The Essential experience of the Applicant, where higher weightage would be given to the higher number of years the applicant has worked:

| Essential Experience | Experience | Score |
|----------------------|--|-------|
| | At the rank of Assistant Legal Adviser or above in the Central Government. State Government employees, retired at the level equivalent to Assistant Legal Adviser or above in the Central Government - having 10 years in any Ministry/ Department of the Central/ State Government | 5 |
| | At the rank of Assistant Legal Adviser or above in the Central Government. State Government employees, retired at the level equivalent to Assistant Legal Adviser or above in the Central Government - having 8 years of experience in any Ministry/ Department of the Central/ State Government | 3 |
| | At the rank of Assistant Legal Adviser or above in the Central Government. State Government employees, retired at the level equivalent to Assistant Legal Adviser or above in the Central Government - having 5 years of experience in any Ministry/ Department of the Central/ State Government | 2 |

- c. The interaction/ interview criteria of the applicant are as follows:

| Sl. No. | Interaction/ Interview Criteria | Score |
|---------|---|-------|
| 1. | Domain Expertise, Communication, Experience and Proficiency in handling computers | 40 |

- The Merit List will be prepared based on the aggregate score obtained in the 1(a), 1(b) and 1(c) above.
- If the number of applicants is more than 10, shortlisting shall be on the basis of 1(a) and 1(b) above initially and the top-ten candidates based on scores obtained in 1(a) and 1(b) together, would be called for **Interaction/ Interview**, at a pre-determined date and time. In case of less than or equal to 10 applicants, all the applicants would be called for **Interaction/ Interview** subject to fulfilment of the eligibility criteria.
- Documentary evidence of the records in original are to be produced towards consideration of candidature at the time of **Interaction/ Interview**.

