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F.No. 54011/03/2023-Estb.Sec.  
Government of India  
Ministry of Culture

Shastri Bhawan, New Delhi - 110001  
Dated the 11<sup>th</sup> May, 2023

**CIRCULAR**

Subject: Engagement of 01 (One) Legal Consultant on contract basis in the Ministry of Culture-regarding.

The Ministry of Culture invites applications in the prescribed proforma from the eligible candidates for engagement of 01 (One) Legal Consultant in Ministry of Culture, New Delhi on contract basis.

2. The initial engagement shall be initially for **a period of three years**, which may be extended thereafter on yearly basis subject to performance/ requirement of the Consultant to the Satisfaction of this Ministry.

3. The job location shall be in any of the following office locations of this Ministry:-

- (i) Shastri Bhawan, New Delhi
- (ii) Vigyan Bhawan Annexe, New Delhi
- (iii) Puratatv Bhawan, New Delhi
- (iv) IGNCA, Janpath Hotel, New Delhi

4. The terms & conditions for engagement of such consultants viz. remuneration, Eligibility, Leave, Nature of duties, method of selection etc. are attached at **Annexure-I**.

5. The Ministry of Culture reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

6. The interested persons may send their application in the prescribed format as enclosed herewith on the following address:-

Section Officer (Establishment),  
Ministry of Culture, Room No. 330A,  
'C' Wing, 3<sup>rd</sup> Floor,  
Shastri Bhawan, New Delhi-110001.

The same may also be sent through e-mail ID of Estt. Section i.e. soestt-culture@nic.in followed by hard copy within the stipulated time.

8. The last date for receipt of applications, in the prescribed format is **1 5.06.2023 up to 05:00 PM**. Applications received after due date/time and without supporting documents will not be considered.

**Signed by Manish Kumar  
Chourasiya**

**Date: 11-05-2023 15:11:22**

**Reason: Approved**

(Manish Kumar Chourasiya)  
Under Secretary to the Govt. of India  
Tel. No. 011-23389733

To

- 1. Web-site of MoC
- 2. Notice Board of e-office.

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**Annexure-I**

The other terms & conditions for engagement of legal consultant are as under:-

**1. Eligibility Criteria:** For Legal Consultant: The applicant should have the following qualifications

**Essential:-**

- (i) Law Graduate from a recognized University with minimum 50% marks.;
- (ii) Registration of the Bar Council of Delhi / New Delhi;
- (iii) Five year experience in rendering legal advice and representing matters for a reputed organization, in Central Administrative Tribunal / High Courts.
- (iv) Professional legal skills in drafting submissions, proficiency in language.
- (v) Working knowledge of MS Office, computer handling & internet browsing.

**Desirable:-**

Experience of having worked for Central /State Government or PSU / Autonomous organization or Society / Trust, owned by State Central Government.

**2. Age Limit:-** Must not have attained the age of 50 years as on the last date for receipt of applications as per the Advertisement/Notice.

**3. Fees/Remuneration:-** The selected candidate will be paid a consolidated amount of fee/ remuneration of Rs. 70,000/- fixed per month.

**4. Tenure:-** The empanelment shall be made initially for a period of three years, which may be extended thereafter on yearly basis subject to performance of the Counsel to the Satisfaction of the Ministry.

**5. Nature of Duties: -** The candidate so engaged as legal consultant is expected to perform various duties including following works:-

- (a) Supervising and coordinating action on all court cases received in the Ministry and from organization and field offices under administrative control of the Ministry.
- (b) Interacting with ASGS, CGSC and other advocates with regard to Court cases as and when required.
- (c) Drafting/Vetting replies to OAs/Writ petitions and summons/notices etc.
- (d) Monitoring of Court/Legal cases pertaining to the Ministry and organizations under its administrative control on LIMBS portal [limbs.gov.in](http://limbs.gov.in)
- (e) Extending legal opinion to the Ministry and its offices on various legal issues including Acts/rules, contract/MoUs and regulations/guidelines etc.
- (f) Any other work allocated from time to time by Superiors.

**6. Terms & conditions:-**

- (i) He will be paid a consolidated remuneration of Rs. 70,000/- per month (Rupees Seventy thousand only). No TA/DA shall be admissible for joining the assignment or on its completion.

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- (ii) The appointment of Legal Consultant would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with the Ministry.
- (iii) The Consultant shall not indulge in any activity detrimental to the Ministry.
- (iv) The consultant shall be required to maintain discipline and absolute integrity in accordance with the rules as contained in the CCS (Conduct) Rules, 1964.
- (v) The appointment of Legal Consultant is only on contract basis which will not confer any claim for regular appointment in Ministry and its organizations and the contract will be liable to be terminated any time at the discretion of the Ministry.
- (vi) The post is based at New Delhi. The Legal Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
- (vii) Legal Consultant shall be eligible for 12 days leave in a calendar year and carry forward of leave shall not be allowed.
- (viii) The Ministry would be free to terminate the services in case of unauthorized absence of Legal consultant for more than 12 days beyond the entitled leave in a calendar year without assigning any reason or any other ground amounting to violation of general conduct.
- (ix) The Consultant may be called on Saturday, Sunday and other gazetted holidays, if required.
- (x) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Ministry may deem fit.
- (xi) Legal Consultant will not divulge any information gathered during the period of his assignment to anyone who is not authorized to know.
- (xii) Legal Consultant shall have direct accountability in respect to duties assigned to them.

**7. Method of Selection:-** The procedure for selection shall be based on personal interaction with the candidates shortlisted after scrutiny of their applications by a Search-cum-Selection Committee.

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**ANNEXURE-II**

Paste your latest passport size photo here

**Application for engagement as Legal Consultant on contract basis in Ministry of Culture w.r.t. the Circular No \_\_\_\_\_ dated \_\_\_\_\_**

1. Name :
2. Mother's/Father's/Husband's Name
3. Date of birth
4. Gender
5. Address for Correspondence
6. Permanent Address
7. Educational Qualifications

(From latest to previous)

Degree acquired	No. of years	Month/Year of passing	Class/Grade	University

8. Contact No./Mob. No.
9. Email ID

10. Details of employment or practice, in chronological order, if applicable.( *Enclose a separate sheet, if space below is insufficient*) from the latest to previous:-

Department/Institution Organization/practice	Post held	From	To	Emoluments	Nature of duties performed	Practices in Tribunal/Distt. Court/ HC/SC

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me.

Date:

**Signature of the Applicant**  
**Name:-**  
**Address:-**  
**Mob.No.**



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**ANNEXURE-III****NON-DISCLOSURE UNDERTAKING**

To,

The Joint Secretary (Admn.)  
Ministry of Culture,  
Shastri Bhawan, New Delhi-110001

Sir/Madam,

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hard copy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Ministry of Culture which would otherwise conflict with my obligations towards Ministry of Culture.
- to abide by data security policy and related guidelines issued by Ministry of Culture.
- not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Culture any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep Ministry of Culture informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address &amp; No.....

Dated:.....