

**No. 12024/3/2020-Estt**  
**Government of India**  
**Ministry of Tribal Affairs**

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Shastri Bhawan, New Delhi- 01

Date: 18.02.2020

**CIRCULAR**

**Subject: Engagement of retired Government servant as Legal consultant in the Ministry of Tribal Affairs reg.**

Ministry of Tribal Affairs invites application from retired Government officers, who retired at the level of Under Secretary/ Section Officer or equivalent for engagement as Legal Consultant in the CLM Division of this Ministry for an initial period of six months. The details of engagement are as under:-

1.	Designation	Legal Consultant
2.	Period of engagement	Initially for a period of six months from the date of joining which may be extendable further on the basis of requirement of the Ministry and performance of the selected person.
3.	No. of Personnel required	One
4.	Place of posting	CLM Division of the Ministry of Tribal Affairs
5.	Remuneration per month	Pay at the time of retirement minus pension.
6.	Age Limit	Not beyond 65 years
7.	Education Qualification	Degree in Law from a recognized university
8.	Eligibility	Retired Government Officer at the Level of Under Secretary/Section Officer or equivalent having experience in handling Legal matters
9.	Nature of duties	Attached at Annexure-I
10.	Closing date for submission of applications	Application in the prescribed proforma may be submitted by 11.03.2020
11.	Application to be forwarded to	Under Secretary (Establishment) Ministry of Tribal Affairs Room No 400 C, C-Wing, Shastri Bhawan, New Delhi

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 Consultants in this Ministry as amended from time to time.



(Reema Sharma)

Under Secretary to the Government of India

Tel: 011-23387187

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, New Delhi with request to upload DoPT's website.
3. NIC for publishing the vacancy in the Ministry's website.
4. Under Secretary (CLM) for information
5. E-office Notice Board/ Guard File

## PROFORMA

### Application for appointment of Consultant in Ministry of Tribal Affairs

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of Superannuation from Govt. Service				
4.	Educational Qualifications				
5.	Complete Residential Address				
6.	Telephone/Mobile No.				
7.	E-mail ID				
8.	Position held since entry into service				
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants)				
10.	Pension drawn (in case of retired Govt. servants)				
S.No.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of work performed

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a **separate sheet, if necessary.**

Name & Signature of the applicant:

Place:

Date:

**Duties & Responsibilities of Legal Consultant:-**

- a) Render legal opinion on the 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 Council after approval of the Competent Authority, for drafting counter affidavit.
- b) Scrutinise the counter affidavit received from Counsel with reference to the para wise comments.
- c) Perform such other work of legal nature, as may be trusted from time to time.
- d) Maintain the list of pending court cases in the Ministry.
- e) Monitor the pending court cases.
- f) To assist and be present in the court at the time of hearing.
- g) The Legal Consultant shall also assist the Ministry in any policy decision/matters as and when required by the Ministry.