

A-12034/1/2018-Admn.(L&DO)/182
Government of India
Ministry of Housing and Urban Affairs
Land & Development Office

Nirman Bhavan, New Delhi

Date: 20 Feb, 2018

Sub: Filling up of the posts of Legal Advisor, Senior Law Officer and Junior Law Officer as Consultant in the Legal Cell, Land & Development Office, Ministry of Housing and Urban Affairs on contract basis – regarding.

The Land & Development Office, Ministry of Housing and Urban Affairs invites applications from the prospective applicants for filling up of the under mentioned posts, as Consultant in the Legal Cell on contract basis:

- (a) Legal Advisor
- (b) Senior Law Officer
- (c) Junior Law Officer

The eligible candidates may apply within 15 days from the issue of this advertisement in the News Paper.

The details of the eligibility criteria and functions to be performed by the Legal Advisor, Senior Law Officer and Junior Law Officer post of the Consultant are at annexure-I.

2. The Land & Development Office proposes to engage the services of one Retired Judicial Officer as Legal Advisor and one Retired Judicial Officer OR Retired Government Officer, from Central Government/State Government having legal background and experience of dealing with Court Cases, as Senior Law Officer and Junior Law Officer, for a period of one year from the date of their engagement, as Consultant purely on temporary basis which may be extended from time to time at the discretion of the Competent Authority.

(a) **General conditions of engaging consultants:**

- (i) The engagement as Consultant shall not be considered as a case of re-employment.
- (ii) Consultant would be engaged for a fixed period for providing high quality services to the Land & Development Office or for attending to specific and time bound jobs.
- (iii) The appointment of Consultant would be on full time basis and they would not be permitted to take up any other assignment during their engagement as Consultant in the Land & Development Office.
- (iv) The appointment of Consultant is temporary (non-official) in nature and the same can be cancelled at any time by the Land & Development Office without assigning any reasons thereof.

(b) **Scope of work:**

- (i) Consultant will report for duty to the Land and Development Officer.

- (ii) Consultant shall deal with the court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the competent authority.
- (iii) Consultant will examine the cases with the specific recommendations on appropriate course of legal action required in the cases referred to them.
- (iv) Consultant will examine the draft counter reply affidavit prepared by the Central Government Standing Counsel and suggest appropriate and adequate amendments/improvements/developments in the draft counter reply affidavit to be filed in the CAT/Courts where UOI/L&DO is/are impleaded as respondents/defendants parties;
- (v) Consultant will ensure monitoring of filing of counter replies in time and suggest to take appropriate and adequate action to be taken in time in the court cases;
- (vi) Consultant will be required to visit CAT/High Court/Civil Courts as and when required/directed or suggested by them to assist the official representatives thereon the date of hearing of the court cases;
- (vii) Consultant will be required to assist the officers/officials in briefing/discussing the court matters with the concerned Central Government Standing Counsel in the court cases;
- (viii) Consultant will also examine the orders/judgments of CAT/Courts and advise further course of action to be taken in respect of the matter;
- (ix) Consultant may be required to train the dealing staff/officers of the Land & Development Office to ensure capacity build-up to improve efficiency in handling disposal of court cases;
- (x) Consultant may maintain copies of judgments'/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;
- (xi) Consultant shall assist Land & Development Officer as and when required in processing of court cases, and attending meetings on the review of court cases;
- (xii) Consultant will submit the status report of the court cases to the Land & Development Officer by the evening of last working day of a week regularly;
- (xiii) Consultant will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.

(c) **Period of engagement:**

The selected candidate will be appointed initially for a period not exceeding one year. The maximum continuous engagement for a person as Consultant would be 5 years. **The extension beyond 3 years will be allowed only after review of performance and extension beyond 5 years only after special review by Secretary.**

- (d) **Age Limit:** No retired Government servant should be engaged as a consultant beyond 65 years' age.

(e) **Monthly entitlements of Consultant/Fees:**

- (i) For Legal Advisor /- the monthly fees will be Rs. 55000/- plus Rs. 3000 towards local conveyance.
- (ii) For Senior Law Officer/-the monthly fees will be Rs. 45,000/- plus Rs. 3000/- towards local conveyance.

(iii) For Junior Law Officer/- the monthly fees will be Rs. 35,000/-plus Rs.1500/-towards local conveyance.

- (f) **Leave:** The Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). A certificate to the effect that the Consultant has performed his duty in the previous month will require to be given by the concerned Division's Head based on which fee would be released by the respective Division. Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Law and Development Office would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
- (g) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at following rates:

Legal Advisor/Senior Law Officer	Consultant- II	TA - Reimbursement of Second AC Train fare/Air Fare (Economy class). DA - Reimbursement of Hotel accommodation of upto Rs. 1500/- per day; reimbursement of travel charges of upto Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.
Junior Law Officer	Consultant- I	TA - Reimbursement of Second AC Train fare. DA - Reimbursement of Hotel accommodation of upto Rs. 500/- per day; reimbursement of travel charges of upto Rs. 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.

- (h) **Support or inputs to be provided by the Land & Development Office:** The Land & Development Office will provide Room, Furniture, telephonic & computer facilities, stationery, information & records, Books and any other material required to facilitate working of the consultants.
- (i) **Termination of Service:** The services of the Consultants may be terminated by giving 15 days notice in writing with the approval of the Head of Department. In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendations of the Head of Department.

3. The Land & Development Office reserves the right to annul any clause of the advertisement without assigning any reason thereof.

(Rajanish Kumar Jha)
Dy. Land & Development Officer
Tele 23061325

APPLICATION FORM

1. Name of the post applied for
2. Date of Advt.
3. Full Name (in Block Letters)
4. Father's Name
5. Date of Birth (in Christian era)
6. Domicile
7. Nationality
8. Address for correspondence alongwith
Pin Code, Telephone No/Mobile No.

& E-mail address (if any)

9. Permanent address:
10. Educational Qualification:

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

11. Work Experience

S.No.	Organisation/Institution	Period		Nature of work	Remarks
		From	To		

12. Whether SC/ST/OBC/PH
13. Date of retirement from Govt. Service/ Department/Ministry
14. Post from which retired.
15. Details of last pay drawn before retirement.
16. Details of disciplinary action faced during the service.
17. Experience of dealing the court matters
18. References:
 - (i)
 - (ii)

I, hereby undertake that all the statements given with application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a Citizen of India by birth/domicile.

Place:

Signature of the candidate

Date:

Address

Annexure

S. No	Name of the post	No. of posts	Eligibility	Experience	Function to be performed
1.	Legal Advisor	1	Retired Judicial Officers	10 years service in the Pay Scale under PB-3, Rs. 15600-39100+GP 7600/- (Pre-revised)/ Level-12((78800-209200), (Revised) .	<p>Advice on Legal Matters</p> <p>Examination of Affidavits/ pleading before the Supreme Court/High Courts/District Court/ CAT and various other Courts</p> <p>Appointment of Lawyers to defend the Court Cases</p> <p>Submission of replies on behalf of Govt. of India to the Competent authority for approval</p>
2.	Senior Law Officer	1	Retired Judicial Officers Or Retired Government officers having legal back ground and experience of dealing with Court cases.	8 years service in the Pay Scale under PB-3, Rs. 15600-39100+GP 6600/- (Pre-revised)/ Level-11(67700-208700) (Revised).	<p>Assist Legal Advisor on cases referred to him for legal advice/option.</p> <p>To guide the Junior Law Officer and other officers in framing replies/counter replies/affidavits on behalf of Govt. of India.</p> <p>Responsible for timely filing and follow up of Court Cases</p> <p>Ensure timely implementation of Judgements/order of various courts.</p> <p>Coordinating with Ministry of Law on the Court Cases.</p>
3.	Junior Law Officer	1	Retired Judicial Officers Or Retired Government officers having legal back ground and experience of dealing with Court cases.	5 years service in the Pay Scale under PB-2, Rs. 9300-34800+GP 5400/- (Pre-revised)/ Level-9 (53100-167800) (Revised).	<p>Examination of replies framed by Law Assistants.</p> <p>Ensure timely attendance in various courts on behalf of Govt of India..</p> <p>Preparatory work for the date of hearing.</p> <p>Coordinating with the Govt. Counsels on the cases.</p> <p>Coordinating within the Office with Officers and staff.</p> <p>Framing replies against court cases</p> <p>Counter affidavit</p>