Government of India Central Information Commission 2nd Floor, August Kranti Bhawan Bhikaji Cama Place, New Delhi -110066.

No.5/1/2012-Admn.CIC

Date: 18.11.2015

<u>Notice</u>

Subject: Engagement of Legal Consultants on Contract basis

Applications from Indian Nationals are invited for the post of Legal Consultant (13 Nos.) on contract basis initially for a period of one year which may be extended for a maximum further period of two years (total three years) at the discretion of Competent Authority in the Central Information Commission subject to satisfactory performance of such person.

2. Eligibility Conditions

(a) Essential Qualification:

Law graduate from a recognized University or equivalent.

(b) <u>Desirable Qualification</u>:

(i) Experience in judicial or legal work in the Courts, Govt. or Regulatory Authority, Tribunals, Commissions or any similar forum.

(ii) Preference will be given to candidates having qualified All India Bar Examination.

3. <u>Age Limit</u>. Not more than 30 years as on the closing date of the Advertisement/Notice.

4. **Fees**. The candidate who is engaged as Legal Consultant will be paid a consolidated fee of Rs.35000/- per month (Fresh Graduates) and Rs 40,000/- per month for Legal Consultant having experience of more than one year in judicial or legal work in the Courts, Govt. or Regulatory Authority, Tribunals, Commissions or any similar forum. 10% annual increase will be given after satisfactory completion of one year.

5. <u>Nature of Duties</u>. The candidate so engaged as legal consultant will normally be working with Information Commissioner and shall do the following works:-

- i. Preparation of case summary before the Commissioner;
- ii. Identification of legal issues for adjudication;

- iii. Legal appreciation of other laws / Acts that have bearing on the case;
- iv. Legal research for precedents of Hon'ble Supreme Court, High Courts and judgements of various Commissions;
- v. Preparing counters for writ petitions.
- vi. Any other legal work as assigned by the Commissioner/Commission.

6. <u>Terms & Conditions</u>.

(a) The legal consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the Central Information Commission, detailing the terms and conditions of engagement, before being assigned any work.

(b) Any breach of Contract executed by the legal consultant with the Central Information Commission shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Legal consultant from future engagement and also liable for an action as deemed fit by the Commission.

(c) The candidates engaged if remain absent unauthorisedly, besides suitable deduction from the consolidated fee; his/her engagement will be terminated.

(d) The engagement may be terminated at any time by the Commission without assigning any reason by giving a notice of fifteen days. Similarly if a candidate wants to resign he has to give fifteen days notice in advance.

7. <u>Method of Selection</u>. The selection of candidate will be made as per orders / guidelines on the subject. The candidates will be shortlisted based on their marks obtained in their Law degree from a recognized University and based on their experience in the field. The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and binding. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate.

8. **<u>Undertaking</u>**. The successful candidates would be required to abide by the terms and conditions detailed in **Annexure-II** (enclosed).

9. Interested candidates may submit their application in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover

super-scribed "**Selection for the post of Legal Consultant in CIC**", addressed to **Shri Sushil Kumar Deputy Secretary**, Central Information Commission, Room No.301, Second Floor, 'B' Wing August Kranti Bhawan, Bhikaji Cama Place, New Delhi -110066. The Application should reach this office within **21** days from the date of publication of advertisement. Application which is not made in the format as per **Annexure-I** and not received in time will be rejected.

(S.P. Beck) Joint Secretary (Admn) Ph. No. 26102468

То

All Ministry/Department of Government of India – They are requested to give wide publicity to this circular.

2. All leading News Papers.

<u>Copy to</u>:

Sh. A.K. Gehlot

Joint Secretary (MR) - for ensuring uploading of the notice on the CIC website

Sh. R. Malik SC É' NIC Cell, Central Information Commission - for uploading the Circular, Application Format, terms and conditions on the website of CIC. Soft copy of the notice is also sent herewith.

TERMS AND CONDITIJONS

- 1. Individual with requisite qualifications and experience as prescribed would be hired as Legal Consultant.
- 2. 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 CIC.
- 3. The consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how and administrative/organizational matters which is of confidential/secret nature.
- 4. The Consultant shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS (Conduct) Rules, 1964.
- 5. The appointment of Consultant is of a temporary (non official) nature and the appointment can be cancelled at any time without assigning any reason.
- 6. The post is based in New Delhi. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- 7. Consultant shall be eligible for 10 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 10 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- 8. CIC 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 without compelling reasons.
- 9. No TA/DA shall be admissible for joining the assignment or on it completion.
- 10.CIC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles.
- 11. The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

- 12. The consultant may be called on Saturday, Sunday and other gazette holidays, if required for which he shall not be paid any remuneration/honorarium. However, this will be adjusted against the absence period. He should claim the adjustment within two months of attending the office on Saturday, Sunday and other gazette holidays.
- 13. 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 Government may deem fit.
- 14. Issue of Certificate: (i) On successful completion of term of assignment, a Certificate will be issued by the Joint Secretary (Admn).

(ii) If the assignment is terminated before completion of original term due to pre-mature discharge by the Chief Information Commissioner/ Information Commissioner or due to voluntarily giving up assignment by person concerned, no such Certificate shall be given unless the Chief Information Commissioner/ Information Commissioner with whom he/she was attached directs otherwise.

Annexure-I



PROFORMA

APPLICATION FOR ENGAGEMENT OF LEGAL CONSULTANT IN THE CENTRAL INFORMATION COMMISSION ON CONTRACT BASIS.

| 1. | Name in full (in block letters) | |
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| 2. | Date of Birth | |
| 3. | Father's Name | |
| 4. | Complete Residential Address and Official Address, if any | |
| 5. | Whether belongs to SC/ST/OBC Category | |
| 6. | Educational Qualification | |
| 7. | Date of Enrolment as an Advocate | |
| 8. | Telephone Nos./Mobile No. | |
| 9. | Email ID | |
| 10. | A resume about educational qualification, experience if any and any other extra as well as co - curricular activities. Please attach a separate sheet. Any other relevant information | |
| | | |

Signature

Name:

Address:

Place:

Date: