

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION, E-I BRANCH  
OLD SECRETARIAT, DELHI-110054**

The Directorate of Education, Govt. of N.C.T. of Delhi, intends to hire retired Government servants with legal background to work in Directorate of Education as Legal Consultants on contract basis on the following terms & conditions:

S.No.	Post	No. of Posts	Qualification/Experience
1.	Legal Consultant	13	1. Degree in Law from any recognized University. 2. 15 years experience in handling legal work in a Government Department/PSU. 3. Good knowledge of Hindi and English.

The appointment of Legal Consultants shall be subject to following conditions:

- (a) The engagement of Consultants will be on full-time basis and they will not be permitted to take up any other assignment during the period of consultancy;
- (b) The engagement of Consultants will initially be for a period of one year. However, it can be extended further, subject to the satisfactory performance of the Consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as Consultant shall not exceed 5 years. The maximum age limit of engagement as Consultant shall be 65 years.
- (c) The amount of monthly consolidated remuneration/fee in the case of retired Government officials appointed as Consultants shall be "**Last Pay Drawn minus Basic Pension plus DA at the applicable rate**". However, a retired Government official appointed as Consultant shall continue to draw pension and the Dearness Relief thereon during the period of his/her engagement as Consultant. His/her engagement as Consultant shall not be considered as a case of re-employment;
- (d) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
- (e) No Government vehicle shall be provided to the Consultants;
- (f) 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, if any, as per their entitlement as on the date of retirement;
- (g) 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 pro-rata basis). Also unavailable leave in a calendar year cannot be carried forward to next calendar year;
- (h) The engagement of Consultants is of a temporary nature and the engagement can be cancelled at any time by the department without assigning any reason; and

- (i) The Legal Consultants are required to work normally from 09.30 AM to 06.00 PM (Monday to Friday), with half an hour lunch break, in Directorate of Education, Old Secretariat, Delhi-54. If required, the Legal Consultants shall work any time, including Saturday, Sunday and Public holidays at the sole discretion of Director of Education. The Legal Consultants may be required to visit Government Counsel/Courts as per the requirements of different cases;
- (j) The candidature of applicants, who fail to appear for Personality Test on the scheduled date and time or who do not resume duty within three working days after the engagement order is issued, shall stand cancelled unless further extended by the Competent Authority.
- (k) In case the last day for submission of application form is a holiday, the application form may be submitted on next working day. Application received after due date shall be liable for rejection.

**Review of Performance:**

- (i) The performance of each Legal Consultant shall be assessed by the Department on the basis of his/her performance in cases conducted by him/her as well as the reports/comments on their working by the Department.
- (ii) The extension of tenure of the Legal Consultant shall be subject to his/her performance and overall satisfaction of the Department.
- (iii) The performance of the Legal Consultant shall be reviewed every year and his/her continuation shall depend on his/her performance in the particular year.

The Department reserves the right to short list the applications received for aforesaid post, in case of large number of applications. The department will also conduct personality test of short listed candidates.

**Mode of Selection:-**

The mode of selection will be interaction by Selection Committee.

The duly filled application form along with self attested photocopies of relevant certificates/documents may be sent to "The Assistant Director of Education (E-I), Room No. 216 (R&I Branch), Old Secretariat, Delhi-110054", by 27<sup>th</sup> November 2017.

**APPLICATION FOR THE POST OF LEGAL CONSULTANT (ON CONTRACT BASIS) IN**  
**DIRECTORATE OF EDUCATION, GOVT. OF N.C.T. OF DELHI**



1. Post applied for : Legal Consultant (on Contract)

2. Name in full (in block letters) Mr./Mrs./Ms. \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Phone

(Resi.) : \_\_\_\_\_

(Mobile) : \_\_\_\_\_

5. Address for communication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. E-Mail Address: \_\_\_\_\_

7. Date of Birth : \_\_\_\_\_

8. Age as on closing date of application : \_\_\_\_\_

9. Date of retirement & Post from which retired: \_\_\_\_\_

10. Department from where retired: \_\_\_\_\_

11. Vigilance Status at the time of retirement : \_\_\_\_\_

(Attach copy of Vigilance Clearance)

12. Educational Qualification:

S. No	Degree	Year of passing	% of marks obtained (rounded upto 2 decimals)	Subjects studied	College/University

13. Experience:

Name of the organization	Designation	Period of employment		Last Pay Drawn	Nature of Duties	Reason for leaving
		From	To			

14. Basic Pension :

(Please attach copy of PPO)

15. Languages known :

16. Any other relevant information :

Declaration: I hereby declare that all the statements made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no criminal case either contemplated or initiated against me.

Place:

Date:

**(Full signature of the applicant with name)**