

F.No. A-11019/1/2023-CC-MOSPI  
**Ministry of Statistics and Programme Implementation**  
**Computer Centre**

East Block 10, Sector-1,  
R.K.Puram, New Delhi  
Dated: ~~21<sup>st</sup>~~ of April, 2023  
24<sup>th</sup>

**OFFICE MEMORANDUM**

**Subject:- Engagement of Retired Government Officers in the Ministry of Statistics and Programme Implementation as Legal Consultant-regarding**

The Undersigned is directed to circulate the invitation for applications from retired Government Officers, who retired at the level of Additional Legal Adviser/ Legal Officer or equivalent for Engagement as Legal Consultant in the Computer Centre of the Ministry of Statistics and Programme Implementation, for an initial period of one year, extendable by a period of one more year. The last date for receipt of applications has been fixed as 30.05.2023. The applications may be sent online at [ddg-diid@mosp.gov.in](mailto:ddg-diid@mosp.gov.in).

2. In case of any further clarification, applicants are requested to contact the Head of Office, Computer Centre, Ministry of Statistics and Programme Implementation.

  
24/4/23

(Amit Kumar)

Deputy Director and Head of the Office  
Tel:- +91-11-26105074

To,

The Under Secretary

All Ministries/ Departments (through DOPT's website)

F.No. A-11019/1/2023-CC-MOSPI  
**Ministry of Statistics and Programme Implementation**  
**Computer Centre**

East Block 10, Sector-1,  
R.K.Puram, New Delhi  
Dated: 21<sup>st</sup> of April, 2023

24<sup>th</sup>

**CIRCULAR**

**Subject:- Engagement of retired Government Officers in the Ministry of Statistics and Programme Implementation as Legal Consultant-regarding**

|    |   |  |
|----|---|--|
| 1. | Designation                                 | Legal Consultant   |
| 2. | Period of engagement                        | Initially for a period of one year from the date of joining, which may be extendable by further one year, on the basis of requirement of the Ministry and assessed satisfactory performance of the selected applicant.   |
| 3. | No. of Personnel required                   | One  |
| 4. | Place of posting                            | Computer Centre, Ministry of Statistics & PI   |
| 5. | Remuneration per month                      | Pay at the time of retirement minus pension and as regulated by the <b>Department of Expenditure, Ministry of Finance OM 3-25/2020-EIHA dated: 9<sup>th</sup> December 2020.</b>   |
| 6  | Age Limit                                   | Not beyond 62 years (Maximum age of 62 will be counted as on closing date of the application)  |
| 7  | Qualification                               | Educational: Degree in Law from a recognized university<br><br><b>Essential Experience:</b> Dealing with legal matters at appropriate level in the Central Government/ State Government Departments, viz. the Ministry of Law & Justice (Department of Legal Affairs), etc. having a minimum of five years of experience at the level of Additional Legal Adviser or equivalent in Central/ State Government Ministries/ Departments, having experience in dealing with legal matters, including, but not limited to, Drafting of OA/ Counter Affidavit and other legal documents as required in various Courts. |
| 8  | Eligibility                                 | Retired Government Officer at the level of Additional Legal Adviser or equivalent having experience in handling legal matters.   |
| 9  | Nature of duties                            | As per <b>Annexure-I.</b>  |
| 10 | Closing date for submission of applications | Application in the prescribed proforma may be submitted by 30.05.2023.   |

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|    |                                     |   |
|----|-------------------------------------|---|
| 11 | Application to be forwarded to the: | The Head of the Office,<br>Computer Centre,<br>Ministry of Statistics and Programme<br>Implementation<br>East Block-10, Sector-1, RK Puram, New Delhi -110066 |
|----|-------------------------------------|---|

The Undersigned is directed to circulate the invitation for applications from retired Government Officers, who retired at the level of Additional Legal Adviser or equivalent for Engagement as Legal Consultant in the Computer Centre of the Ministry of Statistics and Programme Implementation, for an initial period of one year, extendable by a period of one more year.

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 Consultant of the Department of Expenditure, Ministry of Finance** vide **OM. No. 3-25/2020-EIHA dated: 9<sup>th</sup> December 2020**, as amended from time to time (copy enclosed).

3. The selection process of the Legal Consultant shall be governed in terms of **Selection Criteria** (both Preliminary and Final Selection Criteria) as described at **Annexure-II**.

4. Applications received incomplete or after due date will not be considered. Only Shortlisted candidates will be intimated and called for interaction/interview.

5. Computer Centre reserves the right to reject any application without assigning any reason.

*AK*  
24/4/23  
(Amit Kumar)

Deputy Director and Head of the Office

All Ministries and Departments of the Govt, of India with the request to give wide publicity to the Circular among the concerned.

**PROFORMA****Application for Engagement of Legal Consultant in the  
Ministry of Statistics and Programme Implementation**

|         |  |                            |   |    |                            |  |
|---------|--|----------------------------|---|----|----------------------------|--|
| 1.      | Name in full (Block Letters)   |                            | Paste the Recent passport size photograph |    |                            |  |
| 2.      | Date of Birth  |                            | (DD/MM/YYYY)                              |    |                            |  |
| 3.      | Date of Superannuation from Govt. Service  |                            |   |    |                            |  |
| 4.      | Educational Qualifications   |                            |   |    |                            |  |
| 5.      | Complete Residential Address (Current address with complete documentary evidence viz. Aadhar/ Voter I-card / Rent agreement / Electricity bill etc.) |                            |   |    |                            |  |
| 6.      | Telephone; Mobile No.  |                            |   |    |                            |  |
| 7.      | E-mail ID  |                            |   |    |                            |  |
| 8.      | Last pay drawn (Copy of the PPO to be enclosed by the retired Govt. officer)   |                            |   |    |                            |  |
| 9.      | Position held since entry into service   |                            |   |    |                            |  |
| 10.     | Pension drawn  |                            |   |    |                            |  |
| Sl. No. | Organisation/s where served and designation *  | Scale of Pay & Substantive | From                                      | To | Nature of duties performed |  |
|         |  |                            |   |    |                            |  |
|         |  |                            |   |    |                            |  |
|         |  |                            |   |    |                            |  |
|         |  |                            |   |    |                            |  |

\* Details provided to be verified subsequently from the respective Ministry/Department or from the Ministry/ Department where the candidate superannuated.

\*\* Self-attested copies as documentary evidence in respect of items at Sl. No.-2,3,4,5,8,9 and 10 must be provided.

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11. Additional information, if any, in support of suitability for the said engagement.  
[Attach separate sheet, if necessary.]

**I hereby declare that all the statements in the application are true and complete to the best of my knowledge and belief. I, further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for the engagement of the legal consultant.**

(Name & Signature of the applicant)

Place:

Date:

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**Duties & Responsibilities of Legal Consultant**

1. Render legal opinion on the legal 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 Counsel after approval of the Competent Authority, for drafting counter affidavit.
2. Scrutinise legal papers/ documents/ correspondences and the counter Affidavit received from the Standing Counsel with reference to the para-wise comments.
3. Drafting of the contract and legal documents ensuring the interest of the Ministry is one of the prime tasks in this assignment.
4. Perform such other works of legal nature, as may be entrusted from time to time.
5. Maintain the list of pending court cases in the Ministry.
6. Monitor the pending court cases and shall also appear to assist the standing Legal counsel appointed on behalf of the Ministry in the various Courts of Law, if required.
7. The Legal Consultant shall also assist the Ministry in any policy decision/ matters as and when required by the Ministry.

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**SELECTION CRITERIA**

The criteria for selection of the Legal Consultant shall be governed as under:

1. If the number of applications for the Legal Consultant exceeds 10, then there would be a preliminary screening based on both the conditions (a) and (b):
  - a. The Educational qualification of the Applicant, where higher weightage would be given to higher qualified candidates and the pattern of marking would be as under:

|   |  |   |
|---|--|---|
| Minimum Qualification                                   | LL.M.  | 5 |
|   | LL.B. with more than 75% marks                         | 3 |
|   | LL.B. with more than 60% marks but less than 75% marks | 2 |
|   | LL.B. with more than 50% marks but less than 60% marks | 1 |
| • Highest qualification would be considered for Marking |  |   |

- b. The Essential experience of the Applicant, where higher weightage would be given to the higher number of years the applicant has worked:

|                         |   |   |
|-------------------------|---|---|
| Essential Qualification | Additional Legal Adviser in any Ministry of the Central Government with at least 5 years experience in any Ministry of the Central Government | 5 |
|                         | Additional Legal Adviser with at least 3 years experience in any Ministry of the Central Government   | 3 |
|                         | Additional Legal Adviser with at least 1 years experience in any Ministry of the Central Government   | 2 |

However, the above are preliminary selection criteria and the **final selection** would be based on a **Interaction/Interview**, after the Preliminary Selection, at a pre-determined date and time to be communicated after the preliminary selection.

2. Documentary evidence to be submitted towards consideration of candidature.
3. If the no. of applicants is less than 10, **only** Interaction/ Interview would be conducted. However, the above criterion would be checked at the time of Interaction/ Interview.

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