

By Hand

**No. A-44/1/2024-Estt. (e-14295)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF EARTH SCIENCES**  
**(Estt.Section)**

Prithvi Bhawan Lodhi Road, New Delhi

Dated: ~~24 November~~, 2025  
DECEMBER

**OFFICE MEMORANDUM**

**Subject: Hiring of services of 01 Consultant -reg.**

The Ministry of Earth Sciences (MoES) invites applications from retired Government Officers for engagement as Legal Consultant purely on contract basis for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The details including eligibility criteria, terms & conditions, are enclosed **(Annexure-I)**. The Ministry of Earth Sciences (MoES) reserves the right to accept or reject in part or all the responses without assigning any reasons whatsoever.
3. The last date for receipt of applications, in the prescribed format is **18<sup>th</sup> December 2025**. Applications received after due date or without supporting documents will not be considered.
4. The applications received would be processed and the selected candidates empaneled, on a continuous basis, for immediate deployment in MoES, as per requirement.
5. Application as per format enclosed **(Annexure-II)** may be sent to Under Secretary (Estt.), Ministry of Earth Sciences, Prithvi Bhawan, Lodhi Road, New Delhi -110003.

  
(Meena Gopinath)

Under Secretary to the Govt. of India

To:

- ✓ 1. IT Section- with a request to upload this Vacancy Circular on MoES's Website.
2. Under Secretary (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi - with a request to upload this Vacancy Circular on DOPT's Website.

**Ministry of Earth Sciences.**

**(Estt.Section)**

**Terms and Conditions for Engagement of Consultants**

**1. Name of the position:**

Engagement of Retired Government Servants as Legal Consultant at Ministry of Earth Sciences is as follows:

Name of Post: Legal Consultant (Designated as LC) — One Position. Level equivalent to that of Under Secretary (Pay Level-11 as per 7<sup>th</sup> CPC).

**2. Job Description:**

The engaged (Legal Consultants) would be required to perform the following functions:

- i. To draft petitions, replies, rejoinders, affidavits and other pleadings.
- ii. Legal documents to be filed before various Courts
- iii. To obtain opinion legal matters from DOLA
- iv. To maintain and monitor database on the cases decided by or pending with the CAT, High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.
- v. To maintain close coordination with Senior Law Officers, Government Counsels etc.
- vi. Scrutiny of petitions.
- vii. Analysing the feasibility and methodology of implementation of court verdicts and orders.
- viii. Any other work assigned to them.

**3. Eligibility:**

General:

a) The candidate should have retired from Central Government from the posts equivalent to Under Secretary (Pay Level-11 as per 7<sup>th</sup> CPC) or above with at least three years' experience in dealing with the field given in job description.

b) Applicant should have a Bachelor Degree in Law.

c) Applicant must be proficient in Computer (MS Word, Excel and PPT)

**4. Period of Engagement:**





The engagement of consultant will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of Ministry of Earth Sciences and performance review for a period of 2 years more or attaining the age of 65 years whichever is earlier.

The engagement of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with this Ministry.

#### **5. Age Limit:**

Not more than 63 years of age on the last date of application.

#### **6. Remuneration: (as per DoE OM F No. 3/25/2020-E.IIIA dated 9<sup>th</sup> Dec, 2020)**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

#### **7. Selection Procedure:**

Candidates meeting the eligibility and experience conditions shall be empanelled on the basis of criteria like experience, qualification, etc. Interview will be conducted for short-listed applicants.

#### **8. Working facilities to be provided:**

Only the basic facilities/ infrastructure will be provided to the Consultant. No Transport, Telephone/Internet facility at residence, stenographic/clerical support, etc. shall be provided.

#### **9. Other entitlements of Legal Consultant: (as per DOE OM F. No. 3/25/2020-E.III- A dated 9<sup>th</sup> Dec, 2020)**

**Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

**TA/DA:** The Consultants shall be allowed TA/ DA on official tour, if any, as per his/her entitlement at the time of retirement.

**Accommodation/ HRA:** No accommodation or HRA will be provided by the Commission.

**Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement.

#### **10. Working hours:**



The Consultant shall have to work as per the working hours of the MoES (HQ) New Delhi. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays. The Consultants will be required to mark his attendance.

#### **11. Tax deduction at Source:**

Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

#### **12. Confidentiality of data and documents:**

The Consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the written consent of Ministry of Earth Sciences. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by Ministry of Earth Sciences. The Consultant shall sign an agreement of confidentiality with Ministry of Earth Sciences to this effect which shall contain a clause on Ethics and Integrity.

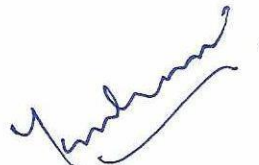
#### **13. Conflict of Interest:**

The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

#### **14. Termination of Agreement:**

The Ministry may terminate the contract to which these terms apply, if: -

- i The Legal Consultant is unable to address the assigned work.
- ii Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Ministry.
- iii The consultant is found lacking in honesty and integrity.
- Iv The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning.



**Application for engagement as Legal Consultant on contract basis.**

<b>Name</b>	
<b>Mother's/ Father's/ Husband's Name</b>	
<b>Date of Birth</b>	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>Contact No./Mobile No.</b>	
<b>Email ID</b>	
<b>Educational/ Professional Qualification(s)</b>	
<b>Details of Experience to be attached in proforma appended as "APPENDIX IV"</b>	
<b>Post held on retirement</b>	
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.</b>	
<b>Special Achievement (if any) along with supporting documents.</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

**APPENDIX-IV****Details of experience**

Period	Name of Office/ Organization	Post held and Remuneration (Pay Band with Grade Pay/ Level of Matrix, if applicable)	Description of duties performed


Name/Signature: - \_\_\_\_\_



**NON-DISCLOSURE UNDERTAKING**

To,

The Joint Secretary (Admn.)

Ministry of Earth Sciences

Prithvi Bhawan, Lodhi Road

New Delhi -10003

Sir,

I hereby undertake

to treat all the information that come to my knowledge as part of my duties in this Ministry as confidential information and keep it strictly confidential.

not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hard copy, digital or in electronic format.

to hold such confidential information in trust and confidence both during and after the terms of my engagement.

not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with Ministry of Earth Sciences which would otherwise conflict with my obligations towards Ministry of Earth Sciences.

to abide by data security policy and related guidelines issued by Ministry of Earth Sciences.

not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

to maintain highest standards of ethics & integrity during the period of engagement as consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender 'and deliver to the Ministry any records/ material, equipment, documents or data which is of confidential nature.
3. I shall keep Ministry of Earth Sciences informed of any change in my address or contact details during the period of my engagement:
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name:

Address:

Contact No:

Date: