

No. 14/12/2011-Estt.  
Government of India  
Ministry of Urban Development  
Directorate of Printing  
'B' Wing, Nirman Bhavan, New Delhi-110 0108  
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Subject: Filling up the posts of Consultants for Legal Cell in the Directorate of Printing on contract basis for a period of one year – application invited – regarding.

Directorate of Printing, under the Ministry of Urban Development has set up a Legal Cell to process and monitor the Court Cases/CAT cases on the following matters :

- (i) Compassionate Appointment;
- (ii) MACP/Promotion;
- (iii) Direct Recruitment (on account of suspension of recruitment process in Government of India Presses);
- (iv) Vigilance Cases;
- (v) Other Cases like procurement, losses due to theft etc.
- (vi) Any other cases involving legal issues.

2. Directorate of Printing is to outsource services of retired Gr. A Officers of Central Government as Legal Consultants and one Junior Legal Consultant from the date of appointment purely on temporary basis for a period of six months extendable up to one year at the discretion of the competent authority. The eligibility conditions for selection to the post of Consultants are given below:

**1. General Conditions for engaging Consultants:-**

- (i) Retired employees from Govt./autonomous organisations with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultants. However the engagement as Consultant shall not be considered as a case of re-employment;
- (ii) Consultants would be engaged for a fixed period for providing high quality services to the Directorate of Printing, PSP Division of Ministry of Urban Development or for attending to specific and time bound jobs';
- (iii) The appointment 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 the Directorate of Printing/PSP Division of M/o UD;
- (iv) The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Directorate of Printing without assigning any reason.

2. **The engagement of Retired Officers on outsource of service** may be made from retired Government employees with (i) Grade pay of Rs.6600/- and above, (ii) at least 12 years experience dealing with Administrative matters with 3 years experience of dealing with court cases including CAT, High Court & Supreme Court cases in service matters and (iii) having a degree in Law.

3. **Period of engagement:** - The initial term of appointment and subsequent extension (s) if any, shall be one year, extension if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion.

**4. Procedure**

- (a) Procedure to be followed for selecting candidates for engagement as Consultants shall be within the framework of provisions contained in:-
  - (i) Chapter VI, Procurement of services Rule 163 to 180 of GRF 2005;

- (ii) Chapter VII, Selection of individual Consultants para 1.2.1, 7.1 & 7.2 of Manual of Policies and Procedure of Employment of Consultants;
- (b) All the applications received in response to the advertisement will be scrutinised/shortlisted by a Selection Committee constituted for the purpose. The Selection Committee will recommend a panel of candidates for selection.
- (c) The selected candidate will be required to execute an Agreement with the Directorate of Printing

#### 5. Entitlements of Consultant:

- (a) **Fee and Local Conveyance:** The maximum amount of monthly consolidated fee and local conveyance payable to different categories of Consultants shall be up to : Rs. 30,000/- for Sr. Consultant and Rs.25,000/- (Fixed) for Jr. Consultant depending upon educational qualification and experience Plus Rs. 1,500/- p.m. as local conveyance; however
- (b) **The amount of fee** of the retired Government officers appointment as Consultant shall not exceed the last pay drawn plus DA at rate prevailing on the date of appointment as Consultant less basic pension/pension;
- (c) **Allowance:** The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc. However, they will be entitled for local conveyance as per the rates prescribed above.
- (d) **Leave:** Consultant shall be eligible for 12 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 12 days in a Year calculated on a pro-rata basis. Also unveiled leave in a calendar year cannot be carried forward to next calendar year. The closed/Gazetted holidays will be as per the Government's Orders, for officers situated in DGNCTD area.
- (e) **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.

#### 6. Scope of work

- (i) Consultants 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;
- (ii) Consultants will examine the cases with the specific recommendations on appropriate course of legal action required in the cases referred to them;
- (iii) Consultants 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/DOP/GIP is/are impleaded as respondents/defendants parties;
- (iv) Consultants will ensure monitoring of filing of counter replies in time and suggest to take appropriate and adequate action in time to be taken in the court cases;
- (v) Consultants will be required to visit CAT/High Court/Civil Courts as and when required/directed or suggested by them to assist the official representatives there on the date of hearing of the court cases;
- (vi) Consultants 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;
- (vii) Consultants will also examine the orders/judgements of CAT/Courts and advise further course of action to be taken in respect of the matter;
- (viii) Consultants may be required to train the dealing staff/officers of the Directorate of Printing, i.e. Headquarter and GIPs to ensure capacity build-up to improve efficiency in handling disposal of court cases;
- (ix) Consultants may maintain copies of judgements/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;
- (x) Consultants shall assist Director (Printing) as and when required in the processing of court cases, and attending meetings on the review of court cases;




- (xi) Consultants will submit the status report of the court cases to the Director (Printing) by the evening of last working day of a week regularly;
- (xii) Consultants will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them

**7. Support or inputs to be provided by the Directorate of Printing**

The Directorate of Printing will provide Room, furniture, telephonic & computer facilities, stationery, stenographic assistance etc; information & records, Books and any other material required to facilitate working of the consultants.

8. Eligible candidates may apply within 15 days from the date of advertisement on the prescribed proforma as per annexure.

  
(Surendra Singh) 7/3/2012  
Deputy Director (II)  
Telefax - 23061186.

**ANNEXURE**

**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. Address
  - (a) For Correspondence/Communication alongwith Pin Code
  - (b) Telephone No/Mobile No.
  - (c) E-mail address (if any)
7. Sex \_\_\_\_\_ Male/Female.
8. Marital Status :
9. Whether belongs to SC/ST/OBC/PH
10. Date of retirement from Govt. Service/Department/Ministry
11. Details of Educational/Professional Qualifications
12. Post from which retired.
13. Details of last pay drawn before retirement.
14. Details of disciplinary action faced during the service.
15. Experience of dealing the court matters

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 :  
Date

Signature of the candidate  
Address