

File No.: Admn-17012/2/2021-JS(Admn)-CIC

केन्द्रीय सूचना आयोग  
Central Information Commission  
बाबा गंगनाथ मार्ग/ Baba Gangnath Marg  
मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated:- 22/08/2024

**ADVERTISEMENT**

Subject: - Selection for preparation of panel for Legal Consultants on contract basis.

1. The Central Information Commission has been created under the Right to Information Act, 2005 for adjudication of second appeals and complaints under the said Act. The Commission seeks to prepare a panel to engage Legal Consultants on contract basis initially for a period of one year which may be extended subject to satisfactory performance and requirement of the Commission.
2. Applications from Indian Nationals are invited for preparation of panel of Legal Consultants from candidates fulfilling the following eligibility conditions. Applicants should be dynamic and self-motivated professionals with effective analytical, communication and interpersonal skills.

**Eligibility Conditions: -**

**Essential: -**

- a. Law Graduate from a recognized University with minimum **50% marks**.
  - b. Qualified in All India Bar Examination
  - c. Minimum of **one year of Work experience** in courts, judicial or quasi-judicial authorities.
  - d. Professional legal skills in drafting submissions, proficiency in language.
  - e. Working knowledge of MS Office, computer handling & internet browsing.
1. **Age Limit:** Must not have attained the age of **35 years** as on the last date for receipt of applications as per the Advertisement/Notice.
  2. **Fees/Remuneration:** The selected candidates will be paid a consolidated amount of fee/ remuneration of Rs. 40,000/- fixed per month. An increment of Rs 5000/- will be considered after one year subject to satisfactory performance of the individual.
  3. **Nature of Duties:** The candidate so engaged as legal consultant is expected to work with an Information Commissioner and shall perform various duties including following works: -
    - a. Preparation of case summary for the Commissioner;
    - b. Identification of legal issues for adjudication;
    - c. Legal appreciation of other laws/Acts that have bearing on the case;
    - d. Legal research for precedents of Hon'ble Supreme Court, High Courts and

- orders of various Commissions;
- e. Preparing counters for writ petitions;
  - f. Legal work as assigned by the Commissioner/Commission.

6. **Terms & Conditions:**

- a. The legal consultant on having accepted the offer of engagement shall be deemed to have entered into a contract with the Central Information Commission as per the terms and conditions of engagement mentioned in the offer of engagement.
  - b. Any breach of the Contract by the legal consultant shall be considered a sufficient ground for the termination of the engagement made under the Contract and may result in debarring such legal consultant from future engagement and making him/her also liable for an action as deemed fit by the Commission.
  - c. The engagement may be terminated at any time by the Commission by giving a notice of fifteen days. Similarly, if a candidate wants to resign, he/she has to give fifteen days' notice in advance.
7. **Undertaking:** The successful candidates would be required to abide by detailed terms and conditions of engagement given in the Annexure-II and conditions mentioned in Para 6 above.
8. **Method of Selection:** The shortlisted candidates will be examined/ 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 candidates. A panel will be formed of candidates who qualify the interview and would be engaged on the basis of requirement of the Commission.
9. Interested candidates may submit their application in the enclosed format as per Annexure-I along with self-attested photocopies of the requisite certificates in a sealed cover super-scribed "**Selection for preparation of Panel for Legal Consultants in CIC**" addressed to Deputy Secretary (Admn), Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067. The application should reach within **30** days from the date of publication of advertisement in the Employment News. Applications which are not made in the format as per Annexure-I, incomplete or are not received in time will be summarily rejected.

  
(Sonia Maheshwari)  
Deputy Secretary (Admn)

## PROFORMA

Application for selection for preparation of panel for legal consultants on contract basis in the central information commission

1	Name in full (in block letters)		Recent, self-attested, passport size photograph
2	Date of Birth		
3	Father's Name		
4	Permanent address		
5	Current Residential Address and Official Address, if any		
6	Educational Qualification (From matriculation to LLB/LLM)		
	(i)		
	(ii)		
	(iii)		
	(iv)		
7	Bar Council Enrolment		
8	Telephone /Mobile Number		
9	E-mail Address		
10	Marks obtained in L.L.B.		
11	Marks obtained in L.L.M.		
12	List of publication in Law journals		
13	All India Bar Examination Passed (Yes/No)		
14	Details of work experience in courts, judicial or quasi-judicial authorities.		
	Name of the Organization/Authority	Name of the post held	Nature of Duties
15	Working knowledge of MS Office, computer handling & internet browsing. (Yes/No)		

**Place:**

**Date:**

**Signature**

**NOTE:** A resume about educational qualifications, experience(s) and any other relevant information as well as co-curricular activities along with photocopies of all the supporting Certificates/documents thereof be attached with the proforma.

Annexure-II

TERMS AND CONDITIONS OF ENGAGEMENT

1. 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 the CIC.
2. The Consultant shall not indulge in any activity detrimental to the Commission.
3. The consultant shall be required to maintain discipline and absolute integrity in accordance with the rules as contained in the CCS(Conduct)Rules, 1964.
4. The appointment of consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time.
5. The post is based at 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.
6. 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(s) in a calendar year cannot be carried forward to next calendar year.
7. The CIC would be free to terminate the services in case of unauthorized absence of consultant for more than 15 days beyond the entitled leave in a calendar year without assigning any reason.
8. No TA/DA shall be admissible for joining the assignment or on its completion.
9. The Consultant may be called on Saturday, Sunday and other gazetted holidays, if required.
10. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he / she will be liable for termination in addition to any administrative and/or legal action as Commission may deem fit.

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