

**No. A-51/4/2023-Ad.I-Part(1)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**(Admin-I Section)**

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Kartavya Bhavan-03, New Delhi,  
The 23<sup>rd</sup> February, 2026.

**CIRCULAR**

**Subject: Inviting applications for engagement of Legal Consultants in Department of Personnel and Training from retired officers (DS equivalent or higher level) from Central Government – reg.**

**1. Introduction:**

Department of Personnel and Training (DoP&T) is the nodal Department for framing Personnel policy and its finalization. Ministries/ Departments/ Organizations implement the policies framed by DoP&T. However, DoP&T is also made respondent by aggrieved Officers/Officials in large number of the cases including contempt petitions which are filed before various courts of law.

**2. Objective:**

Engagement of Three (03) Legal Consultants and creation of a panel of Consultants, for the department. Applications are invited from **retired officers (Dy Secretary or equivalent/ higher level)** from Central Government Ministries/Departments/Attached offices /subordinate offices.

**3. Scope of work:**

(i) The Legal Consultant will handle the litigation related matters of this Department pending in various Hon'ble Courts / Tribunals. They will be responsible to keep track of the cases pertaining to the Department, draft affidavit/ file affidavit and follow up with the D/o Legal Affairs and Advocates to ensure that all matters are properly defended and disposed in timely manner and as directed from time to time. The Legal Consultant will be responsible for handling work in efficient and effective manner on the following and any other work as assigned by the Department/ Senior Officers:

- (a) **Litigation Monitoring** - Maintaining records of all pending cases and ensure timely action and follow-up to avoid delays in court proceedings.
- (b) **Coordination with Legal Counsel** - Coordination with government counsels and ensure that legal representatives are properly briefed and supported.
- (c) **Legal Vetting**
- (d) **Drafting replies** - Assisting in drafting replies to legal notices, affidavits, and court submissions to maintain accuracy and consistency.
- (e) **Training and Capacity Building** - Conducting training sessions for officials on legal procedures and litigation management.
- (f) **Repository of legal records** - Maintaining data on cases, court orders, and related documents in a systematic and accessible manner.
- (g) **Compliance Monitoring** - Tracking compliance with court orders to prevent contempt and ensure accountability.
- (h) **Legal Audit and Feedback** - Reviewing litigation trends and provide feedback to policy divisions to help reduce future disputes.

(ii) The Legal Consultant engaged shall work in coordination with the Legal Service officers and as directed from time to time by this Department.

**4. Mandatory Experience requirement:**

Having experience of handling Court cases/litigation management preferably in the Hon'ble Supreme Court/ High Courts/Tribunals or having experience of working as Registrar/ Deputy Registrar or Legal Advisor in a Judicial Body or where the job description included a significant work of legal nature and court case management.

**5. Remuneration:** In terms of Department of Expenditure's OM dated 09.12.2020, 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. Transport Allowance for the purpose of commuting between the residence and the place of work not exceeding the rate applicable to the appointee at the time of retirement.

Legal Consultant may be allowed TA/DA on official tour, if any, as per the eligibility equivalent to DS level post.

**6. Period of engagement:**

The period of engagement would be initially for one year, on contract basis, which may be extended as per requirement of the department and on the basis of performance of the Consultant.

**7. Maximum Age Limit:** Not exceeding 62 Years, as on the date of issue of circular.

**8. How to apply:**

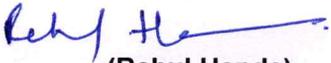
The application in the prescribed format (complete in all respects) as per annexure along with a copy of PPO and other supportive documents, may be sent by post/email to the address mentioned under:

CR Section, DOP&T, Work Hall No. 31110, 1<sup>st</sup> Floor, Kartavya Bhavan - 03, Janpath Road, New Delhi-110001.

Or

Email: us-admn.dopt@gov.in

9. Last date for receipt of application is 16.03.2026 (5: 30 PM).



(Rahul Handa)

Under Secretary to the Government of India

Tele No.: 2401 0406

**Proforma to Apply for engagement as Legal Consultant**

**Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training**

Name of applicant		Paste your latest photograph
Father's Name		
Mother's Name		
Date of Birth		
Address		
Contact/ Mobile Number		
Email Address		

**Professional Qualification/ Skill set**

Qualification/ Skill set	Institution	Year of passing	Percentage of marks obtained	Remarks (If any)

**Previous Experience (Give Details):**

Whether possess basic knowledge of computer: (Yes /No)

Any other relevant information:

## Terms & Conditions of Engagement

1. **Working Hours/Leave:** Working hours shall normally be from 9.00 AM to 05.30 PM during working days with half an hour lunch break in between. However, in exigencies of work, they may be required to sit late or called early in the office and may be called on holidays also. No extra remuneration will be paid for sitting late / attending office on holidays due to work exigency.
2. They will be eligible for 1.5 days of paid leave for each completed month of their engagement, subject to the approval of the reporting/ controlling Officer. The un-availed leave at the end of the year will get lapsed.
3. **Non-disclosure of information/ Data:** They shall not disclose any information/data that may be supplied to or come to their knowledge during the period of their engagement with DoP&T to any unauthorized person(s). All the documents, information, data, records, emails etc. will be the property of the DoP&T, Government of India. Appropriate action will be taken against such person for sharing of any information/data un-authorizedly. The Legal Consultant shall not take any commercial advantage of having contractual relationship with the DOP&T using the name, emblem or official seal of DoP&T.
4. **Termination:** The engagement can be terminated at any time by the Department by giving 30 days' notice or remuneration in lieu thereof. Similarly, the Legal Consultants may also resign after giving notice of 30 days. The Department reserves the right to terminate any Legal Consultants at any stage without giving any notice, in case of a serious failure to perform the task assigned or of failure to observe any standards of conduct
5. **Settlement of Disputes:** DoP&T and the Legal Consultants shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.
6. **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Secretary, DoP&T for arbitration. The Secretary, DoP&T may appoint an arbitrator for the settlement of the controversy. The decision of the Arbitrator is binding on both the parties.
7. **Conflict of Interest:** The Legal Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Legal Consultants are not found satisfactory or found in conflict with the interests of the DoP&T, Government of India, his/her services will be liable for discontinuation without assigning any reason and without giving notice, and appropriate legal action will be taken by the Department.
8. The period of engagement would commence from the date of joining in Department of Personnel and Training.
9. The Legal Consultants shall be expected to conduct himself/herself in accordance with the rules and regulations of the Government of India. He/she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties.

10. The Legal Consultants shall neither seek nor accept instructions from any authority external to DoP&T and also refrain from acting in any manner which may adversely affect the interests of DoP&T. He/she shall always prioritize to work in the interest of the Department.

11. Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Legal Consultants shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Legal Consultant acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of DoP&T to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

12. In the unfortunate event of the death, injury or illness while serving Department of Personnel and Training, the Legal Consultants or the next of kin shall not be entitled to any kind of compensation or Appointment.

13. The engagement as Legal Consultants will not confer any claim or right for subsequent engagement / employment with Department of Personnel and Training or any other Government Department at a later date.

14. In respect of any matter in respect of which no provision has been made herein, the orders/instructions of the Department shall apply and the decision of the Department/Government as to their applicability shall be final.

15. Other terms and conditions of the contract for engagement of Legal Consultants will remain same as mentioned in the advertisement.

**Relaxation to any of the terms/conditions:**

Secretary (Personnel) is competent to relax any of the provisions, if it is necessary or expedient to do so.

**UNDERTAKING**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ hereby certify that the information provided by me is true and correct to the best of my knowledge and my application can be summarily rejected if it is found incorrect at any stage.

Further, I have read all the terms and conditions of engagement and agree to abide by the same, in case of my engagement as Legal Consultant.

Date:	(Signature)
Place:	(Name)