

F.No. 15011/118/2028-Jus(AU)(4393)
Government of India
Ministry of Law & Justice
Department of Justice
(Admn.II Section)

Jaisalmer House, 26 Man Singh Road
New Delhi-110011
Dated: 30th July,2026

CIRCULAR

Subject: Engagement of Retired Government Servants as Consultants in Department of Justice on contract basis-regarding.

The Department of Justice, Ministry of Law and Justice invites applications from willing and eligible retired Government servants /CSS officers/ employees at the level of upto Section Officer/equivalent for engagement as consultant on contract basis. The number of consultants proposed to be engaged are three.

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.

3. The eligibility, remuneration, job description and other general terms and conditions are as under:

a.	No. of personal : to be engaged.	03 (Three) Consultants which can be varied at the discretion of the competent authority.
b.	Period of : Engagement	Initially for one year. This can be extended or shortened at the discretion of the Competent Authority.
c.	Eligibility : criteria	1. Retired government servant at the level of upto a. Section Officer or equivalent upto Level 10 of Pay Matrix as per 7 th CPC . b. The Candidate should possess good analytical ability and writing skills (Noting and Drafting) and having experience in Establishment, Cadre management, Vigilance, Pay fixation, Pension, Personnel, APAR/Confidential Cell, protocol, Financial Matters, having good knowledge in examining of books of accounts and scrutiny of audit /inspection reports. c. Legal background preferable. d. Having computer knowledge and working experience on e-Office in their serving tenure.

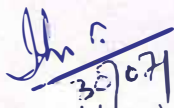


		2. Conversant with computers and able to perform work in electronic mode. 3. Age upto 64 years on the date of issue of this Circular.
d.	Remuneration and terms and conditions of contract for engagement of Retired Govt. employees	The remuneration paid, leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's O.M. No. 3-25/2020—E.IIIA dated 09.12.2020 as amended from time to time.
e.	Job description	(i)Administration, Establishment, Leagal matters/Court Cases, dealing with RTI cases, Vigilance, procurement, budget etc., related work.
f.	Other terms and conditions for engagement:	
	i. The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy. ii. The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action. iii. The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours. iv. Place of work will be in the Jaisalmer House, 26 Mansingh Marg, New Delhi. v. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc. Or any other benefits as available to the regular Government Servant. vi. The consultancy will start from the date he/she joins the office. vii. The consultant will have to make his attendance in Aadhar enabled Biometric Attendance System. viii. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant. ix. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and word beyond normal office hours. x. The engagement of consultants would be of temporary nature against the tasks assigned. Ministry can terminate the services/contract of the consultant any time giving one month's notice without assigning any reason thereof, if: a. The Consultant is unable to accomplish the assigned works. b. Quality of the accomplished work is not to the satisfaction of DoJ.	

	c. The Consultant fails in timely achievement of the milestone as decided by DoJ. d. The Consultant is found lacking in honesty and integrity. e. Posting of a government official who could do the Consultant's job. f. The requirement of Consultant for the work assigned ceases to exist. g. The undertaking given by the candidate is found false. xi. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. xii. The Consultant shall not be entitled to any TA/DA for joining the appointment. xiii. Decision of selection committee/competent authority will be final and binding on all candidates/consultants.
g.	The application as per Annexure may be sent by email mentioning the above in the subject line To: shanglai.a@nic.in
h.	Filled in application form should reach in this Office within 15 days from the date of issue of this circular.

4. Ministries/Department, etc. are requested to give wide publicity in their respective Departments/Organisation and Sub-Ordinance Offices.

Enclo: As above.


(A.S. Lungreishang)

Under Secretary to the Government of India
E.mail: shanglai.a@nic.in

Copy to:

1. All Ministries/Department for giving wide publicity.
2. The Under Secretary, CS-I Section Department of Personnel and Training, GPOA- 3, Netaji Nagar, New Delhi-110023 for uploading on their website.
3. The Under Secretary, MHA for uploading on MHA's website.

Annexure

APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN DEPARTMENT OF JUSTICE

1	Name (Block Letters)		Photograph (Self-attested with signature)	
2	Father's Name			
3	Date of Birth			
4	Nationality			
5	Mailing Address (With Telephone/ Mobile No. And email ID)			
6	Information about PPO No. and other details.	i.	Date of Retirement	
		ii.	Min/Deptt/Org. From which retried.	
		iii.	PPO No. (copy to be enclosed).	
		iv.	Last pay Drawn (LPC to be enclosed).	
		v.	Level in Pay Matrix (7 th CPC)	
7	Permanent Address			
8	Educational Qualification			
9	Last post held at the time of retirement of Office			
10	Name & address of last Office from which retried.			
11	Details of present employment (wherever applicable)			
12	Details of Experience (Add a separate sheet, if required)			



	Min/Deptt/Organization	Period		Nature of work	Remarks
		From	To		
13.	Explain in 100 words how your previous experience would help to accomplish the current assignment.				
14.	References.	1.			
		2.			

I hereby declare that all the statements in this 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 engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Place _____

Date: _____

