

OFFICE MEMORANDUM

Subject: Invitation of application for engagement of 01 Consultant (Legal) in the Disaster Management Division, Ministry of Home Affairs, on time based retainer-ship basis.

The undersigned is directed to inform that the Disaster Management Division, Ministry of Home Affairs invites applications for engaging 01 Consultant (Legal) in this Ministry **on time based retainer-ship basis**. Only persons with requisite qualification and experience as prescribed below may apply as per Annexure for the said post.

2. Qualification and Age Limit

Post	Qualification and Preferred Experience	Age Limit
Consultant (Legal)	<ul style="list-style-type: none">• Bachelor's degree in Law of a recognized university.• Having experience of at least One year in Government Offices in dealing with Writ Petitions/Public Interest Litigations and other court cases.• Should have knowledge of use of MS Office.	Not exceeding 45 years.

Graduates from National Law Universities or Central Universities and Candidates bearing additional qualification and having experience of working in the field of Disaster Management and in the Central Government on analogous post shall be given preference.

3. Scope of Work

- The Consultant (Legal) shall be required to assist the officers of the Disaster Management Division (DM Division) in examining/reviewing legal provisions of various Rules, Regulation, Acts etc.,
- Further, would be required to draft counter affidavit, prepare replies and compile data pertaining to Writ Petitions/ Public Interest Litigations in which DM Division/Ministry of Home Affairs is a party,
- Rendering legal opinion on pending legal matters of the Division,
- Assist the officers in dealing with representations and applications received under the Right to Information Act, 2005,
- Any other task assigned by the competent authority.

4. Terms and Conditions of Appointment-


- i. The engagement as Consultant (Legal) shall be initially for a period of 1 (one) year from the date of appointment, or until further orders, extendable on a year

- to year basis, subject to performance of the individual, which will be reviewed on a regular basis.
- ii. The remuneration of Consultant (Legal) shall be a consolidated fee of Rs.40,000 (INR Forty Thousand Only). No other emolument or any other allowance would be payable to them.
 - iii. No TA/DA shall be payable for attending the interview or joining the assignment.
 - iv. No other facility such as DA, accommodation, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultant.
 - v. She/He would remain physically available as and when required by the Controlling Authority.
 - vi. She/He would not take any matters or take any assignment or give opinion or advice to others in any matter which is adverse to the interest of the DM Division/MHA.
 - vii. During the period of assignment with MHA, the Consultant (Legal) would be subject to Official Secrets Act, 1923 and will not divulge any information gathered by her/him during the period of assignment to anyone who is not authorized to know the same.
 - viii. A self-undertaking shall also be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against them.
 - ix. The term of engagement can be terminated either by the Consultant (Legal) or by the DM Division, MHA by giving a one month notice or salary in lieu thereof. The competent authority may waive off the condition for notice period or salary in lieu, in deserving cases.
 - x. Absence of duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of engagement.

5. Submission of application-

The application in attached format alongwith self-attested copies of documents/certificates is required to be submitted in a sealed cover **within a period of 2 weeks from the date of issue of this letter, i.e. 6th January, 2026** and addressed to Shri R. Joses Vashum, Under Secretary (DM-I), 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001. The candidate shall clearly mention on the envelop "Application for the post of Consultant (Legal) in DM Division, MHA".

6. The Ministry reserves the right to withdraw, cancel, or modify this advertisement or the recruitment process, in whole or in part, at any time without assigning any reason thereof.


(R. Joses Vashum)
Under Secretary to the Government of India
Tel: 011-23438103

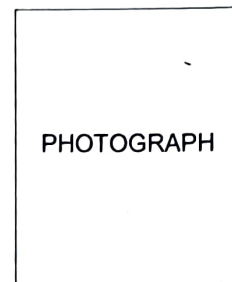
To,

- (i) All Ministries/ Department of Government of India, with request to place it on their website or any other conspicuous space within their offices;
- (ii) SO (IT), NIC MHA for uploading the same on MHA website under "Vacancies" section as well as on e-office.
- (iii) Website of DM Division

FORMAT FOR THE APPLICATION FOR POST OF CONSULTANT (LEGAL)

Individuals who fulfill the eligibility conditions after going through the detailed scope of work and terms and conditions and other details. may apply in the prescribed format as given below:

- 1. Name
- 2. Date of birth:
- 3. Address for correspondence:
- 4. Contact No:
- 5. Email:



6. Academic Qualification:

S.No	Degree	Year of Passing	University	Marks/Grade

- 7. Whether worked in the field of Disaster Management before: Yes/No [Please attach certificate, if yes]
- 8. Whether worked for the Government of India before: Yes/No [Please attach certificate, if yes]
- 9. Write a brief note on your suitability for the post:

Undertaking

I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records. I, hereby, undertake to present all the required original documents as when directed. I also understand that my application is liable to be dismissed if it is not received in time alongwith all self-attested copies of certificates.

Date:

Place:

Name & Signature of the Applicant