

By Speed Post

A-11038/7/2022-Estt. (C 9127882)
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

GIP, Minto Road, New Delhi
Dated 12th April, 2023

Office Memorandum

Subject: Engagement of Govt. Official retired at the level of under secretary or above, as Legal Consultant in Directorate of Printing-Regarding.

The undersigned is directed to enclose herewith a vacancy circular dated 21st February, 2024 alongwith one Annexure.

2. It is requested that the vacancy notice along with annexure may be uploaded on the website of the Ministry of Housing and Urban Affairs.

Encl.: As above/

Ravi Kumar

(Ravi Kumar)

Deputy Director (A-II)

Copy to:

- i. SO(IT), MoHUA, Nirman Bhawan, New Delhi-110011
- ii. AD (CDN)- with the request to upload the vacancy notice in the website of Directorate of Printing.
- iii. Assistant Controller(Admn.), Department of Publication, Civil Line, Delhi-110054 with the request to upload the vacancy notice in the website of Department of Publication.
- iv. Deputy Controller(Admn.), GISO, Kolkata-700001 with the request to upload the vacancy notice in the website of GISO.

SO(IT)

A-11038/7/2022-Estt. (C 9127882)
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

Nirman Bhawan, New Delhi
Dated 21st February, 2023

CIRCULAR

Subject:- Engagement of retired Government servant as Legal Consultant in Directorate of Printing-reg.

Directorate of Printing, Ministry of Housing & Urban Affairs invites application from retired Government officers, who retired at the level of Under Secretary or above for engagement as Legal Consultant in the Directorate of Printing for an initial period of one year. The details of engagement are as under:-

1.	Designation	Consultant- Court Cases, Vigilance, Grievance etc.
2.	Period of engagement	Initially for a period of one year from the date of joining which may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual, etc. However, the maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
3.	Number of Personnel required	One
4.	Place of Posting	Directorate of Printing(HQ), New Delhi
5.	Age Limit	Not exceeding 64 at the time of advertisement
6.	Education Qualification	Graduation from a recognized university Desirable- L.L.B Degree or an integrated course of B.A. LLB from a recognized university with good knowledge of legal matters, service rules/regulations etc.

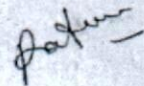
		Graduation with 10 years of experience dealing with Administrative matter with 3 years experience dealing vigilance related matters and other matters related to Court cases including CAT, High Court & Supreme Court on service matters.
7.	Eligibility Criteria and Experience	<p>Retired Government officer at the level of Under Secretary and above or equivalent having expertise in legal matters with experience in dealing with vigilance related matters and other matters related to Court cases including CAT, High Court & Supreme Court on service matters.</p> <p>The officer should be well conversant with Prevention of Corruption Act, Central vigilance Commission Act, CCS(conduct) & CCS(CCA) Rules, RTI Act and Procedural Codes etc.</p> <p>Experience:</p> <p>(a) the candidate must have experience in handling vigilance matters and legal matters related to administrative and service matter;</p> <p>(b) The candidate should also be well versed with Drafting Counter affidavits/Written Submission etc.;</p> <p>(c) Must have good communications skills and</p> <p>(d) Should have proficiency in working on computer.</p>
8.	Nature of duties	<p>i. To assist Directorate of Printing in handling vigilance related matters and the court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the competent authority;</p> <p>ii. To examine the cases with the specific recommendations on appropriate course of legal action required in the cases referred to them;</p> <p>iii. To examine the draft counter reply affidavit prepared by the Central Government Standing Counsel and suggest appropriate and adequate amendments/improvements</p>

		<p>/developments in the draft counter reply affidavit to be filled in the CAT/Courts where UOI/DoP/GIP is/are impleaded as respondents/defendants parties;</p> <p>iv. To 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;</p> <p>v. To visit CAT/High Court/Civil Courts as and when required / directed or suggested by them to assist the official representative there on the date of hearing of the court cases;</p> <p>vi. He will be required to assist the officers/officials in briefing/discussing the court matters with the concerned Central Government Standing Counsels;</p> <p>vii. He will also examine the orders/judgments of CAT/Courts and advise of further course of action to be taken in respect of the matter;</p> <p>viii. He will train the dealing staff/officers of the DoP and GIPs to ensure capacity build-up to improve efficiency in handling every disposal of court cases;</p> <p>ix. He will maintain copies of judgments/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;</p> <p>x. He shall assist Director(Ptg) as and when required in the processing of court cases, and attending meetings on the review of court cases;</p> <p>xi. He will submit the status report of the court cases to the Director(Printing) by the evening of last working day of a week regularly;</p> <p>xii. He will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.</p>
9.	Remuneration per	As specified in DoE OM No 3-25/2020-E.IIIA dated 09.12.2020 i.e. last pay drawn minus

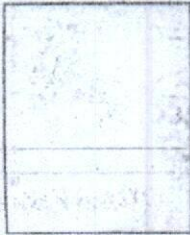
	month	pension
10.	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
11.	Working Hours	<p>a. The consultant shall be required to observe the normal office timings between 9:30 am to 6:00 pm and may also be called upon to attend office beyond working hours and also on Saturdays/Sundays or any other holidays, in case of exigencies of work. No extra remuneration shall be paid for extra hours/ holidays,</p> <p>b. They shall mark their attendance in biometric system of attendance, failing which it may result in deduction of remuneration.</p>
12.	Terms of Contract	<p>a. The selected candidate will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Directorate including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities etc.</p> <p>b. Further extension on year-to-year basis will be considered based on the work performance and need for specific post.</p> <p>c. The engagement of the contractual position may be terminated either side at any time by giving one months' notice.</p>
13.	How to Apply	<p>a. Interested eligible applicant may submit their applications as per proforma at annexure on the following address</p> <p>The Director Directorate of Printing Ministry of Housing and Urban Affairs Room no. 103B, Nirman Bhawan New Delhi</p> <p><u>Last date for submission of Application:</u> 20 days from the date of publication of this vacancy.</p>
14.	Selection Procedure	a. Directorate of Printing, through a selection committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be

called for skill test and or, interview for selection by the Selection Committee.
b. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.

Encl: As above



(Ravi Kumar)
Deputy Director/HoO



Application Form for engagement of Consultant- Court Cases, Vigilance, Grievances etc., (Retd. Govt. Servants) in Directorate of Printing

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Postal Address for Correspondance:

7. E-mail:

8. Mobile

9. Educational Qualification

10. Position held during last 10 years of service:

S. No.	Designation and Place of Posting including the name of the Ministry/Department	Pay scale	From	To	Nature of Performed work

11. Skills/Trainings:

12. Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if necessary).

13. Please attach a copy of Pension Payment Order (PPO):

Name and the signature of the Applicant

Place:

Date: