

No. 11038/1/2022-Estt.
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing

Nirman Bhawan, New Delhi
Dated 18th July, 2022


Office Memorandum

Subject: Engagement of Consultant-I (Legal) for effective monitoring of court cases and related matter in Directorate of Printing (Hqs), Nirman Bhawan, New Delhi - Regarding.

The undersigned is directed to enclose herewith this Directorate Vacancy Notice dated 18.07.2022 enclosing therewith three nos. Annexures.

2. It is requested that the vacancy notice alongwith annexures may be uploaded on the website of the Ministry of Housing & Urban Affairs.


Encl. : As above/


(Shesh Kumar) 18/7/22
Deputy Director(A-II)
Tele No.23061307

SO(IT Cell), MoHUA

Copy to :

- (i) AD(CDN)- with the request to upload the vacancy notice in the website of Directorate of Printing.
- (ii) Assistant Controller(Admn.), Department of Publication, Civil Line, Delhi - with the request to upload the vacancy notice in the website of Department of Publication
- (iii) Deputy Controller(Admn.), GISO, Kolkata - with the request to upload the vacancy notice in the website of GISO


(Shesh Kumar) 18/7/22
Deputy Director(A-II)

Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing
Nirman Bhawan, New Delhi

No..A-11038/7/2022-Estt.

Dated 18th July, 2022

VACANCY NOTICE


Directorate of Printing (DoP), Ministry of Housing & Urban Affairs (MoHUA) require the services of one Consultant-I(Legal) for effective monitoring of court cases and related matter in the Directorate of Printing (Hqs), Nirman Bhawan, New Delhi. The Consultant-I(Legal) will be appointed as per the MoHUA guidelines dated 20.12.2017(Annexure-I).

2. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engaging one number of Consultant-I (Legal) are available in the website of Directorate of Printing (www.dop.nic.in); MoHUA(www.mohua.gov.in); Dept. of Publication (www.deptpub.nic.in) and GISO (www.giso.gov.in)

3. Directorate of Printing reserves all rights to accept or reject, in part/full, any or all the applications, without assigning any reasons, whatsoever. Last date for receipt of application is 15 days from the date of issue of this Vacancy Notice published in the newspaper. Applications received incomplete or after the due date, will not be considered.

4. The details of engagement of consultant are enclosed herewith (Annexure-II). Interested candidates, having good health and willing to work as Consultant in Directorate of Printing, Nirman Bhawan may submit their application in the enclosed format (Annexure-III) to the undersigned by e-mail/post within 15 days from uploading of this vacancy notice at the following address within due date:

	Shesh Kumar, Deputy Director(A-II), Directorate of Printing, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi. Email:shesh.kumar@nic.in
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(Shesh Kumar) 18/7/22
Deputy Director(A-II)

	Rs. 35000 - 45000 plus Rs.1500 towards local conveyance	Section Officer (SO)	
Consultant II	Rs.45000 - 55000 plus Rs.3000 towards local conveyance	Under Secretary level	Graduation in Technical subject such as Engineering, Law, Computer Sciences/ Diploma in Management etc./MBA /M.Phil/ Ph.D with 5 years experience or as per requirement of the Division concerned.
	Rs. 55000 - 70000 plus Rs.3000 towards local conveyance	Deputy Secretary/ Director level	
Consultant III	Rs 70000 - 100000 plus Rs.5000 towards local conveyance	Joint Secretary level	Graduation in Technical subject such as Engineering, Law, Computer Sciences/ Diploma in Management etc. /MBA/ M.Phil/Ph.D with 15 years experience or as per requirement of the Division concerned.

4. Period of engagement:

The initial term of appointment shall be decided on case to case basis depending upon the specific job and the time frame for its completion. However, such initial appointments and subsequent extension(s) if any, would be for a period not exceeding one year. The maximum continuous engagement for a person as Consultant would be 5 years. The extension beyond 3 years only after review of performance and extension beyond 5 years only after special review by Secretary.

5. Age limit:

No retired Government servant should be engaged as a consultant beyond 65 years' age. The requirement of age may be relaxed in public interest only in rare, deserving and exceptional cases, subject to nature of work, performance for work assigned to the consultant, submission of physical fitness certificate so as to allow him/ her for further continuation of service as a consultant & also subject to approval of Secretary, Ministry of Housing and Urban Affairs.

6. Procedure for selection:

6.1 The Divisions desirous of engaging Consultants shall prepare Terms of Reference for the work to be done in the format prescribed at Annexure-I (The format can be expanded by the concerned Division based on specific requirement) within the framework of provisions contained in:

- Chapter on Procurement of Services (Rule 178,180,181,185,194 and 195) of GFR, 2017; and
- Chapter I & VII (para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants

The process of direct engagement of retired Government servants are however not covered under these rules/ regulations as envisaged in rule 177 of GFR 2017.

6.2 A retired Government Servant can be hired as a consultant through a competitive process and can be engaged only for the specific task and for specific duration as consultant. They should be assigned clear cut output related goals.

Extract of these provisions is in Annexure -II.

10. TA/DA:

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at following rates:

Consultant-I	TA - Reimbursement of Second AC Train Fare DA - Reimbursement of Hotel accommodation of upto Rs 500/- per day; reimbursement of travel charges of upto Rs 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs 150/- per day.
Consultant-II	TA - Reimbursement of Second AC Train Fare/ Air Fare (Economy class) DA - Reimbursement of Hotel accommodation of upto Rs 1500/- per day; reimbursement of travel charges of upto Rs 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs 200/- per day.
Consultant-III	TA - Reimbursement Air Fare (Economy class) DA - Reimbursement of Hotel accommodation of upto Rs 3000/- per day; reimbursement of non-AC taxi charges of upto 50 Kms. per diem for travel within the city and reimbursement of food bills not exceeding Rs 500/- per day.

11. Library Facility:

The Consultants shall have access to the Ministry of Housing and Urban Affairs' Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

12. Termination of Service:

The service of the Consultant may be terminated by giving 15 days notice in writing by the concerned Division with the approval of Secretary (HUA). In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the Wing Head.

13. Existing Consultants:

The existing Consultants will continue as per their existing entitlements/remuneration. Their extension may be considered on the basis of the recommendation of the concerned Division or recommendation of Consultancy Evaluation Committee.

14. Appointment orders of the Consultants will be issued by the respective Divisions. However, if there is any deviation from these guidelines, appointment order will be issued only with due concurrence of IFD.

A K Sinha
20.12.17

(A K Sinha)

Under Secretary to the Government of India

Tel : 23061530

To

All Divisions/Wings under Ministry of Housing and Urban Affairs

Copy to:

1. All Attached/subordinate/autonomous offices under Ministry of Housing and Urban Affairs.
2. PS to Hon'ble Minister HUA/ PS to MoS(HUA)/ PPS to Secretary (HUA)

3. IT Cell

Annexure ITerms of Reference for engagement of all three categories of Consultants**(i) Precise statement of objectives**

(Discipline or the domain where engagement of consultants is required should be indicated)

(ii) Outline of the tasks to be carried out

(Details of work required to be carried out/ specific tasks/ activities to be assigned to Consultants should be indicated)

(iii) Schedule for completion of Task(s)

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to period monitoring over the duration of the assignment)

(iv) The support or inputs to be provided by the Ministry of Housing and Urban Affairs to facilitate the Consultancy

(Officer who will provide guidance to the Consultant and to whom reporting is to be done should be specified here)

(v) The final outputs

(The final outputs to be required of the Consultant at the end of the consultancy period should be specified.)

Curriculum VitaeApplication format for appointment as Consultant in the Ministry of Housing and Urban Affairs

12. Name-----
13. Father's Name-----
14. Date of Birth-----
15. Domicile-----
16. Nationality-----
17. Mailing Address (with Tel/Mob. And E-mail address)-----
-
18. Permanent address-----
19. Educational Qualification-----

Sl.No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

20. Work Experience

Sl.No.	Organisation/ Institute	Period From To	Nature of Work	Remarks

21. Whether SC/ST/OBC-----

22. Reference

- (iii)
- (iv)

(Signature)

Date :

ANNEXURE -II

Extracts of Chapter on Procurement of Services of GFR, 2017

Rule 178. The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion.

Rule 180. Identification of Services required to be performed by Consultants: Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/ Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

Rule 181. Preparation of scope of the required Consultant(s): The Ministries / Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants should also be clearly identified at this stage.

Rule 185. Preparation of Terms of Reference (TOR): The TOR should include

- (i) Precise statement of objectives;
- (ii) Outline of the tasks to be carried out;
- (iii) Schedule for completion of tasks;
- (iv) The support or inputs to be provided by the Ministry or Department to facilitate the consultancy.
- (v) The final outputs that will be required of the Consultant;

Rule 194. Single Source Selection/Consultancy by nomination: The selection by direct negotiation/nomination, on the lines of Single Tender mode of procurement of goods, is considered appropriate only under exceptional circumstance such as:

- (i) tasks that represent a natural continuation of previous work carried out by the firm;
- (ii) in case of an emergency situation, situations arising after natural disasters, situations where timely completion of the assignment is of utmost importance; and
- (iii) situations where execution of the assignment may involve use of proprietary techniques or only one consultant has requisite expertise.
- (iv) Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.
- (v) It shall ensure fairness and equity, and shall have a procedure in place to ensure that the prices are reasonable and consistent with market rates for tasks of a similar nature; and the required consultancy services are not split into smaller sized procurement.

Rule 195. Monitoring the Contract: The Ministry/Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Ministry /Department's objectives.

Annex. II (contd.)Extracts of Chapter I & VII (para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants**Chapter I**

1.2.1 The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case. However, following main considerations would guide the need and the selection process:-

- (a) Absence of required expertise in-house;
- (b) The need for high quality services;
- (c) The need for economy and efficiency;
- (d) The need to have qualified Consultants for providing the specific services;
- (e) The importance of transparency in the selection process;
- (f) The identification of scope of work and the time frame for which services are to be availed of.

Chapter - VII

7.1. Individual consultants are normally employed on assignments for which (a) teams of personnel is not required, (b) no additional outside professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement.

7.2. Selection of individual consultants shall be carried out by advertising the requirement in at least one national newspaper of repute. Selection shall be based on their qualifications for the assignment. They shall be selected through comparison of qualifications of at least three candidates among those who have expressed interest in the assignment or have been approached directly by the Employer. Individuals employed by Employer shall meet all relevant qualifications and shall be fully capable of carrying out the assignment. Capability is judged on the basis of academic background, experience, and, as appropriate, knowledge of the local conditions, such as local language, culture, administrative system, and government organization.

Annexure-III

No.
 Government of India
 Ministry of Housing and Urban Affairs
<http://www.mohua.gov.in>

.....Division, Ministry of Housing and Urban Affairs requires services of (No. of slots to be filled up) Outside Experts/ Retd. Government Servants for appointment as non-official Consultants (any of the three categories) with the following job description and educational qualification:-

III. Job requirement As per detailed Terms of Reference at Annexure-I.

IV. Essential qualifications

(iv) Consultant I

(c) Professionals having Graduation in Technical subject such as Engineering, Law, Computer Sciences/Diploma in Management etc./ Master Degree in other subjects oras per requirement of the concerned Division(to be specified by the concerned Division before issue).

Or

(d) Retired Government employees of Assistant Section Officer (ASO) and Section Officer (SO) levels.

(v) Consultant II

(b) Professionals having Graduation in Technical subject such as Engineering, Law, Computer Sciences/ Diploma in Management etc./MBA /M.Phil/ Ph.D with 5 years experience or..... as per requirement of the concerned Division(to be specified by the concerned Division before issue).

Or

(b) Retired Government employees of Under Secretary/ Deputy Secretary/ Director levels.

(vi) Consultant III

(c) Professionals having Graduation in Technical subject such as Engineering, Law, Computer Sciences/ Diploma in Management etc. /MBA/ M.Phil/Ph.D with 15 years experience or..... as per requirement of the concerned Division(to be specified by the concerned Division before issue).

Or

(d) Retired Government employees of Joint Secretary and above level.

Annexure III (contd..)

III Desirable

- Good Academic Record
- Good communication skills, both oral and written
- Analytical and presentation skills with ability to generate a well researched and written report.
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/ Reviews/Notes/Briefs etc.

IV. Duration

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto a maximum 5 years depending on the performance of the candidate/ need of the Ministry of Housing and Urban Affairs. However, maximum duration of the contract will not be extended beyond five years.

V. Fee:

Category	Fee range depending upon qualification and work experience of selected candidates
Consultant I	Between Rs. 25,000 and Rs. 45,000 plus Rs. 1500/- towards local conveyance
Consultant II	Between Rs. 45,000 and Rs. 70,000 plus Rs. 3000/- towards local conveyance
Consultant III	Between Rs. 70,000 and Rs. 1,00,000 plus Rs. 5000/- towards local conveyance

2. Interested candidates may send their CV in the enclosed format by e-mail/post within 15 days from publication of this vacancy in newspaper at the following address:

Shri (Name & Designation of the concerned officer in the Division)
 Room No.....
 Ministry of Housing and Urban Affairs,
 Nirman Bhavan, New Delhi.
 Tel :
 Email :

Annexure-IV

Government of India
Ministry of Housing and Urban Affairs
<http://www.mohua.gov.in>

Applications are invited for (Number of slots to be filled) Consultants I/II/III in Division of the Ministry of Housing and Urban affairs on payment of a consolidated monthly fee ranging from Rs. 25,000 to Rs. 45,000 plus Rs. 1500 p.m. as local conveyance (for Consultant I) / ranging from Rs 45000 and Rs. 70000/- plus Rs.3000/- p.m. as local conveyance (for Consultant II) / ranging from Rs 70000/- to Rs 1,00,000/- plus Rs.5000/- p.m. as local conveyance (for Consultant III). Full details of the vacancy circular are available on Ministry of Housing and Urban Affairs website www.mohua.gov.in under link

The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper.

ANNEXURE-II

No.A-11038/7/2022-Estt.
Government of India
Ministry of Housing & Urban Affairs
Directorate of Printing
Nirman Bhawan, New Delhi

Terms of Reference(TOR) for the post of Consultant-I (Legal):

Post: Consultant-I (Legal)-01Post

I. General Conditions for engaging Consultant-I (Legal):

- (a) Consultant would be engaged for a fixed period for providing quality service to the Directorate of Printing, Ministry of Housing & Urban Affairs (MoHUA) and for attending to specific and time-bound jobs;
- (b) The appointment of 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 Directorate of Printing;
- (c) The appointment of consultant is of a temporary (non-official) nature and the Directorate of Printing can cancel the appointment at any time without assigning any reason.

II. Essential Qualifications:

Essential Qualifications: LL.B Degree or an integrated course of B.A. LL. B from a recognized university with good knowledge of legal matters, service rules/regulations etc.

III. Desirable:

- (a). Experience in dealing with court cases including CAT, High Court and Supreme Court on service matters/administrative matter;
- (b). Candidate should be well versed with Drafting Counter affidavits/Written Submission etc.;
- (c). Candidate must have good communications skill and proficiency in working on computer.

(IV) Scope of Work:

- a. Deal with the court matters and legal issues for examination and recommendation of appropriate action to be taken by the Directorate;
- b. Examine the draft counter reply affidavit prepared by the Central Government Standing Counsel and suggest appropriate and adequate amendments/improvements /developments in the draft counter reply affidavit to be filled in the CAT/Courts where UOI/DoP/GIP is/are impeded as respondents/defendants parties;
- c. Monitor filing of counter replies in time and suggest to take appropriate and adequate action in time to be taken in the court cases;
- d. Assist the officers/officials in briefing/discussing/attending the court matters with the concerned Central Government Standing Counsels ;
- e. Examine Orders of CAT/Courts and advise further course of action to be taken in respect of the Court matter;
- f. Maintain copies of judgments/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees and submit a weekly status report of the court cases to the Director(Printing);
- g. He will be responsible for keeping official records in his/her safe custody. Any loss of the records under his/her custody will accrue to him/her.

(V). Age Limit :Maximum of 62 years, as on the last date of application.

(VI). Duration: The initial engagement as Consultant would be for a period of one year, which is extendable beyond one year depending upon the requirement of DoP and performance review of the consultant but shall not be extended beyond his/her attaining the age of 65 years.

(VII). Remuneration: The emolument to be paid to the consultant is fixed at Rs.35,000/- p.m. + Rs.1,500/- p.m. as local conveyance fee as per guidelines issued by MoHUA's vide Order dated 20.12.2017.

APPLICATION FORMAT FOR CONSULTANT-I (LEGAL)

1. Name (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth: _____
4. Nationality: _____
5. Address for correspondence: _____
: _____
6. Telephone/Mobile No. & email ID: _____
: _____
7. Permanent address: _____
8. Educational Qualifications:

Sl. No.	Course	Subject	University / Institute	Year of passing	Division / Class

9. Brief particulars of work experience (Attach a separate sheet, if necessary) (Self — attested with signature)

Sl. No.	Organisation/Institute	Post held	Period		Nature of work	Remarks
			From	To		

10. Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet, if necessary).

11. Whether belongs to SC / ST / OBC / General Category: _____

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I have read this document and ready to accept the terms and conditions for engagement of Consultant. I do understand that I will be declared guilty, if I am involved in any type of misconduct.

Signature of candidate: _____

Name: _____

Mobile No.: _____

Date: _____