

## Vacancy Circular

### Subject: Engagement of Legal Consultants on short term contract basis

The National Council for Teacher Education, a statutory body under the Ministry of Education, Government of India is seeking applications for the posts of Five Legal Consultants on short term contract basis. These posts will be selected on the basis of short listing and interview. Proforma for application and other details may be downloaded from NCTE website: [www.ncte-india.org](http://www.ncte-india.org) (see: "Announcements"). Copies of supporting documents should be self-attested. Incomplete applications received after the last date will not be entertained. The last date for receipt of application in NCTE through registered post is 14.03.2021.

### Engagement of Legal Consultants

#### Details of eligibility criteria and other terms & conditions

#### Eligibility Criteria

1.	Name of the Post	Legal Consultant in the National Council for Teacher Education, Sector 10, Dwarka, New-Delhi-110075.
2.	Period of Consultancy	<b>Short term contract basis</b> - 6 months extendable upto 1 year.
3.	Age-limit	The maximum age limit of the consultant shall not exceed 40 years as on the date of advertisement.
4.	Qualification/Essential Criteria	<ul style="list-style-type: none"><li>• Law Graduate from a recognized University with minimum 55% marks.</li><li>• Registered with respective Bar Council for at least 10 years.</li></ul> <p><i>Desirable:-</i></p> <ul style="list-style-type: none"><li>▪ Post Graduate in Law.</li><li>▪ Experience in legal work in various Courts, Government or regulatory authority, tribunals, Commissions or any other similar forum.</li><li>▪ Working Knowledge of MS Office, Computer handling and Data Management.</li></ul>

5.	Remuneration & Entitlements	<ul style="list-style-type: none"> <li>• Consultant will be paid monthly consolidated remuneration of Rs 50,000/- per month.</li> <li>• No Dearness Allowances or any other allowances are admissible.</li> <li>• If outstation domestic tours as required by the duties, then the consultant shall be paid TA/DA and Hotel Accommodation as admissible to the officers of the Central Government of equivalent status and rank.</li> </ul>
6.	Nature of Duties	<ul style="list-style-type: none"> <li>• Preparation of cases summary</li> <li>• Identification of legal issues for adjudication.</li> <li>• Legal appreciation of other laws/Acts that have bearing on the cases.</li> <li>• Legal research for precedents of Hon'ble Supreme Court, High Courts and judgments of various Commissions.</li> <li>• Preparing counters for writ petitions etc.</li> <li>• Preparing draft Orders.</li> <li>• Any other legal work assigned.</li> </ul>

## **Modalities & Terms of Reference (ToR) for engagement of Legal Consultants:**

1. The legal consultant on having accepted the offer of engagement shall enter into a contract with the National Council for Teacher Education, detailing the terms and conditions of engagement, also with a confidentiality clause before being assigned any work.

### **2. General conditions for engaging for Legal Consultants:**

- Consultant will be engaged for fixed period for providing high quality services within given time lines.
- Persons with requisite qualification and experience as prescribed would be hired as Consultant.
- The initial tenure of engagement for a person as Consultant would be 6 months from the date of joining. Extension after 6 months will be considered on need basis and performance based with the approval of Competent Authority.
- Consultant will be appointed on full time basis. Consultant appointed on full time basis would not be permitted to take up any other assignments during the period of engagement with National Council for Teacher Education.

### **3. Qualification & Experience:**

Consultants should have a minimum qualification of Bachelor Degree in Law subject from National Law School or recognized University equivalent. Knowledge and experience in the field of education, finance, administration and management will be preferred. The work experience requirement may be relaxed in exceptional cases in respect of deserving candidates. The maximum age limit of the consultants shall not exceed 40 years as on the date of advertisement.

### **4. Entitlement of Consultants:**

- (i) Consultant will be paid monthly consolidated remuneration of Rs. 50,000/-. No Dearness Allowances or any other allowances are admissible.
- (ii) The consultants shall be entitled to leave of 1day per month on pro-rata basis.

### **5. Procedure for a Selection :**

The Selection of candidate will be made as per order/guidelines on the subject. The duly filled application received from eligible candidates shall be place before a Screening Committee and short listed applicants shall be called for interview/interaction before a Evaluation Committee constituted by the NCTE. NCTE reserves the right to increase/decrease the number of posts as per requirement.

**6. Conflict of Interest:**

The Consultant shall be expected to follow all the rule and regulations of the Govt. of India as applicable to its officers and any situation of conflict of interest shall be discussed. He/ She will be expected to display utmost integrity, confidentiality of office matters and sincerity while discharging his/her duties. In case the service of the Consultants is not found to be satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

**7. Termination Notice:**

- i) Any breach of Contract executed by the Legal Consultant with the National Council for Teacher Education shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Legal Consultant from future engagement in National Council for Teacher Education.
- ii) Notwithstanding anything contained hereinabove, National Council for Teacher Education and/or Legal Consultant may terminate the contract by giving one month notice.

**8. Relaxation:**

Under exceptional circumstances and incase of meritorious candidates the above guidelines may be relax with the approval of Competent Authority.

**9. Verification:**

The police verification of the Consultants shall be done as per the latest instructions issued by Government of India.

10. Interested candidates may submit their application in the enclosed format with two latest passport size photographs as per Annexure-2 along with self attested photo copies of all the educational certificates in a sealed cover with super-script "*Engagement of Legal Consultants on short term contract basis in NCTE*" addressed to DS- Establishment, National Council for Teacher Education, Sector-10, Dwarka, New-Delhi -110075. The duly filled application should reach this office on or before **14.03.2021**. Applications which are not received in proper format (Annexure-2) and/or are incomplete and/or not received in time will be summarily rejected.

**Deputy Secretary  
Establishment  
NCTE**

APPLICATION PROFORMA FOR ENGAGEMENT OF LEGAL CONSULTANT FOR NATIONAL COUNCIL  
FOR TEACHER EDUCATION, NEW-DELHI ON CONTRACT BASIS

Paste your  
passport size  
photo here

1. Name :
2. Date of Birth :  
*(Kindly attach self-attested  
Copy of Matriculation certificates  
As DoB proof)*
3. Gender :
4. Education Qualifications :  
*(Kindly attach self-attested copies of  
Certificates from matriculation to LL.B/LL.M)*
5. Address :
6. Date of Enrolment as an Advocate :
7. Mobile No :
8. E-Mail ID :
9. A resume about educational qualification, experience and any other extra as well as co-curricular activities alongwith photocopies of all the Certificates/documents in support thereof.  
  
(Please attach a separate sheet)
10. Marks obtained in LL.B. :
11. Marks obtained in LL.M :
12. List of publications in Law journals :
13. Details of employment in chronological order if applicable. *(Enclose a separate sheet, if space below is insufficient)*

Department/ Institution/ Organisation	Post Held	From	To	Emoluments	Nature of duties performed

14. Details of course/training programmes attended, if any :

15. Details of previous consultancy, if any :

16. Additional information, if any, which would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

17. Remarks, if any :

Date:

Place:

(Signature of candidate)

### **Declaration**

I \_\_\_\_\_ declare that all the information submitted in this application form is correct and complete. I \_\_\_\_\_ also declare that I have read the Modalities and Terms of reference (ToR) for Engagement of Legal Consultants for National Council for Teacher Education, New-Delhi, attached with the advertisement, as Annexure-1.

(Signature of candidate)

Date:

Place: