

सं. CCO-Admn0226/1/2022-Admn-E-350771

Government of India
Ministry of Coal
(Office of the Coal Controller)

Scope Minar, 5th Floor Core-II
Laxmi Nagar, Delhi-110092
Date 15th Dec. 2023

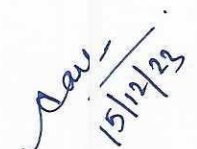
OFFICE MEMORANDUM

Subject:- Inviting application for engagement of One Legal Consultant in Coal Controller's Organization, Delhi.

Ref:- MOC's letter No. 18/3/2020-BA dated 28th Feb, 2022

In pursuance to MOC's above referred letter dated 28th Feb, 2022 on the subject mentioned above, the undersigned is directed to enclose herewith the text of the advertisement along with its Annexure (A-I) for individuals for appointment of Legal Consultant in Coal Controller's Organization at Delhi. The advertisement may be uploaded on website of MoC for inviting applications through NIC Portal starrating.coal.gov.in/yp_cco.

This issues with the approval of Coal Controller.


(Aarti Mahawar)
Dy. Director

To,

Shri Deep Kumar Bansal, Tech. Director, NIC, MoC with the request to publish the notice on website of MoC for inviting applications through NIC Portal starrating.coal.gov.in/yp_cco for legal consultant engagement.

Copy to:


1. Notice Board of CCO Delhi.
2. Office order file.

CIRCULAR

Invitation of application for engagement as Legal Consultant in Coal Controller Organisation at Delhi.

Coal Controller Organisation under Ministry of Coal proposes to engage One **Legal Consultant** for various legal functions at Coal Controller Organisation at Delhi.

2. Application from eligible Candidates are invited in the enclosed proforma (Annexure-II) along with the copies of Certificates of Qualification and Experience.
3. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and call for the interview. CCO reserves rights to reject any application without assigning any reason.
4. The duly filled application form along with the relevant documents should be submitted in online format as published on the link <https://starrating.coal.gov.in/> p_cco.
5. The last date for applying for the post on or before 31st Jan. 2024 upto 17.00 Hrs.


(Aarti Malawar)
Dy. Director

Terms of Reference of Legal Consultant

(Annexure-I)

1.	Name of Post	Legal Consultant on Contractual Basis.
2.	No. of Posts	One (01)
3.	Essential Qualification	<ol style="list-style-type: none">i. Applicants must possess Degree in Law (LLB) from a recognized University/Institute in India recognized by the Bar Council of India.ii. Applicant must be enrolled as an advocate in the Bar Council of India/State Bar Council in terms of the Advocates Act, 1961.
4.	Experience in relevant field	Applicants must have at least 5 years of post qualification experience of working with Government department/PSUs and /or Supreme Court of India/High Court/District Courts..

		<p>a. The applicant must possess working knowledge of computers including Microsoft Office tools like word, excel and Power points.</p> <p>b. The applicant must possess excellent communication skills and proficiency in English Language.</p>
5.	Scope or Work	<p>Legal Consultant shall perform the following duties/functions:-</p> <p>a. Prepare parawise comments/counter affidavits/petitions/application etc. across the courts, tribunal and other statutory authorities filed against or by the Coal Controller's Organisation, Delhi. Upload legal matter is LIMB portal.</p> <p>b. Monitor the pending court cases, to assist and be present in court at the time of hearing to Govt Legal Officer at Ho'nble Supreme Court, High Court and Distt level Court of India</p> <p>c. Perform such other works of legal nature, as may be entrusted from time to time by Coal Controller's Organisation Delhi.</p>
6.	Method of Engagement	Short Term Contract basis.
7.	Period of Contract	The appointment on the above post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance. The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of Coal Controller's Organisation, Delhi shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service etc.
8.	Age Limit	Not more than 40 years as on last date of receipt of Application.
9.	Remuneration	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand only) per month basis.
10.	Other Terms of Engagement	<p>i. The Legal Consultant will not be entitled for any separate monthly allowance including conveyance allowance, House Rent Allowance etc. However, in case, Legal Consultant is required to travel outside posting place in the context of the work/assignment, the Coal Controller Office shall reimburse the actual cost of travel and daily allowance as per Rules/regulations of the Central Government applicable to Group B Non Cazetted Officer.</p> <p>ii. The Legal Consultant will not be eligible for any other facilities such as residence, telephone, residential accommodation, CGHS</p>

and Medical reimbursement, personal support staff, transport facilities etc.

iii. The Legal Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Legal Consultant shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (Calculated on a pro-rate basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

iv. The Legal Consultant will be required to discharge the duties as assigned to him/her by the department.

v. The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the Coal Controller Office will issue TDS Certificate (s).

vi. The Legal Consultant shall in no case, work for or represent in court or before any other authority tribunal etc or give opinion/advice to any person other than Department in any matter during the period of his/her engagement with CCO. Further in no case the Legal Consultant shall act or conduct anything with regard to any person or render any advice to CCO which is adverse to the interest of Coal Controller's Org. Ministry of Coal

vii. The contract of Legal Consultant may be terminated, after giving one month notice in following situations:


- If Legal Consultant is unable to do the assigned work.
- Quality of the assigned work is not to the satisfaction of the Department.
- If the Legal Consultant is absent from duty without due authorization.
- If the Department, elects not to renew the contract of the Consultant at the end of period.

viii. CCO, Delhi reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct.

ix. Termination shall be effected by written notice of 30 day served to the Legal Consultant. The termination will be without prejudice to either party's rights accrued before termination.

x. The Legal Consultant is required to give 30 days notice to the Department (CCO) in case he/she opts to quit the assignment.

11.	Selection Process	Selection of the Legal Consultant will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates in original for verification.
12	Attendance and working days	a. The Working hours of the Legal Consultant shall be same as regular Government employees working in CCO, Delhi. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.
13	Confidentiality and Secrecy	<p>During the period of assignment with CCO, the Legal Consultant would be subject to the provision of India Official Secrecy Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.</p> <p>Selected candidates shall provide integrity certificates from 2 references known to them</p> <p>A self undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.</p>


 (Aarti Mahavar)
 Dy. Director
 CCO/Delhi

APPLICATION FOR THE POST OF LEGAL CONSULTANT FOR CCO DELHI **Annexure-II**

BIODATA

*Passpost size
Photo of applicant
with cross
Signature*

Sl. No	Detail	Description
1.	Name	
2.	Date of Birth (DOB)	
3.	Correspondence Address	
4.	Contract number/Mobile number	
5.	Email ID	
6.	Educational Qualification	
7.*	Professional qualification and experience in relevant field	
8.	Current work Profile	
9.	Additional Information	

- Separate sheet may be attached if required, Self attested copies of certificates should be enclosed.

Date :-

Place:-

Signature of the applicant