

सं. CCO-Admn0226/1/2022-Admn /E-350771  
GOVERNMENT OF INDIA  
MINISTRY OF COAL  
OFFICE OF THE COAL CONTROLLER

SCOPE MINAR, 5<sup>th</sup> Floor, Core-II  
Laxmi Nagar, Delhi-110092  
Date 16.01.2023

OFFICE MEMORANDUM

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

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

In pursuance to MOC's above referred letter dated 28<sup>th</sup> Feb, 2022 on the subject mentioned above, I am 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 has been uploaded on the website of Ministry of Coal (www.coal.gov.in) and Coal Controller (www.coalcontroller.gov.in)

2. The last date for submission of application is **10<sup>th</sup> Feb, 2023**
3. This issues with the approval of Coal Controller.

*Aarti Mahawar*  
16/01/23

(Aarti Mahawar)  
Dy. Director

To

- 1, Shri Deep Kumar Bansal with the request to publish the notice in Ministry of Coal's website.
2. Shri Nirutpal Singh, IT Cell, CCO Delhi to publish the notice in CCO's website.
3. Notice Board of CCO Delhi.
4. 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.
4. The duly filled application form along with the relevant documents should be submitted in the format given in Annexure-I and reached to Dy. Director (Admin), Coal Controller's Organisation, Scope Minar 5<sup>th</sup> Floor, Core-2, Laxmi Nagar, New Delhi- 110092 on or before **10<sup>th</sup> Feb, 2023**.

*Aarti*  
16/01/22  
(Aarti Mahawar)  
Dy. Director

**Terms of Reference of Legal Consultant****(Annexure-I)**

1.	Name of Post	<b>Legal Consultant on Contractual Basis</b>
2.	No, of Posts	One (01)
3.	Essential Qualification	i. Applicant should be professional having Degree of Law (03 years or 05 years Course) from University and /or Institute in India recognized by Bar Council of India. ii. Applicant should be registered as an advocate in Bar Council of India in terms of the Advocate Act, 1961
4.	Experience in relevant field	Applicant must have 5 years minimum experience in court of Law with appearance before High Courts/Supreme Court of India or expert in legal matters with at least 5 years experience of working in Government Department/PSUs having handled court cases.
5.	Scope or Work	Legal Consultant shall perform the following duties/functions:  a. Prepare para wise comments/counter affidavits/petitions/application etc. across the courts, tribunal and other statutory authorities filed against or by the Coal Controller's Organization, Delhi. Upload Legal matter in LIMS portal. b. Monitor the pending court cases , to assist and be present in court at the time of hearing. c. Perform such other works of legal nature, as may be entrusted from time to time by Coal Controller's Organization Delhi.
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 Organization, 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 35 years as on last date of receipt of Application.
9.	Remuneration	Consolidated remuneration of Rs.75,000/- (Rupees Seventy Five Thousand only) per month

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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 Gazetted Officer.</p> <p>ii. The Legal Consultant will not be eligible for any other facilities such as residence, telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>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.</p> <p>iv. The Legal Consultant will be required to discharge the duties as assigned to him/her by the department.</p> <p>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).</p> <p>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.</p> <p>vii. The contract of Legal Consultant may be terminated, after giving one month notice in following situations:</p> <ul style="list-style-type: none"> <li>• If Legal Consultant is unable to do the assigned work.</li> <li>• Quality of the assigned work is not to the satisfaction of the Department.</li> <li>• If the Legal Consultant is absent from duty without due authorization.</li> <li>• If the Department, elects not to renew the contract of the Consultant at the end of period.</li> </ul>
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		<p>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.</p> <p>ix. Termination shall be effected by written notice of 30 days served to the Legal Consultant . The termination will be without prejudice to either party's rights accrued before termination.</p> <p>x. The Legal Consultant is required to give 30 days notice to the Department (CCO) in case he/she opts to quit the assignment.</p>
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 provisions 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 know 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 Mahawar*  
16/01/23

(Aarti Mahawar)  
Dy. Director  
CCO/Delhi

## APPLICATION FOR THE POST OF LEGAL CONSULTANT FOR CCO DELHI

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.

Signature of the applicant

Date :-

Place:-