

F. No. 26020/02/2026-Admin.I -E-11371

भारत सरकार

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

पेंशन और पेंशनभोगी कल्याण विभाग

3rd Floor, Lok Nayak Bhawan

Khan Market, New Delhi

Dated: 20.04.2026

CIRCULAR

Subject: Inviting applications of 01 Legal Consultant and 01 Legal Assistant in Department of Pension and Pensioners Welfare -regarding.

It is proposed to engage one Legal Consultant and one Legal Assistant in Department of Pension and Pensioners Welfare initially for one year as per details given below:

S. No.	Particulars	Applicable
1	Name of the Post	a. Legal Consultant (01 post) b. Legal Assistant (01posts)
2	Total vacancies	02
3	Period of engagement	Initially for 01 (One) year extendable by two years. The contract could be extended further depending on assessment of performance, mutual willingness an depending on the requirement.
4	Job Location	Lok Nayak Bhawan, New Delhi.
5	Working Hours	The contractual employee shall observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holidays in case of requirement / exigencies. In case of leave or any exigency, the contractual employee shall notify the Department promptly.
6	Nature of engagement	The engagement will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Department. The Department reserves the right to terminate the same at any time with two months prior notice.
Legal Consultant		
7	Scope of duties	1. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Department. 2. Assist the Department in assigned court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner; 3. Tender opinion in issues coming before the Department in

		time bound manner. 4. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions, Desks concerned in assigned cases where the Department has been made a respondent; 5. Vetting of draft affidavit in a time bound manner prepared by Govt. Counsels and to be filed it in various judicial/quasi-judicial forums in cases where the Department has been made a respondent; 6. Vetting the replies prepared on various Parliamentary questions/matters having legal aspects in time bound manner. 7. To work closely with different Ministries/Departments and Desks of the DoPPW / DoPT / DOE and other concerned Ministries in order to provide a holistic opinion on legal matter; 8. Scrutinize legal papers, documents and affidavits received in the Department and offer comments in time bound manner 9. Liaison with Central Government Standing Counsels to keep abreast of ongoing and current court cases; 10. Any other assignment related of legal Cell as may be entrusted by Competent Authority.
8	Eligibility, Educational Qualifications, and age limit	Legal Professionals / Retired Government Employees Essential: - a. Having LLB Degree from a recognized University or Institute in India, recognized by the Bar Council of India with 10 years of Experiences in Govt. service matters. Desirable: - b. Registered (For Legal Professionals) /Qualified to be registered (For Retired Government Employees) in the Bar Council of India in terms of Advocate's Act, 1961 with excellent written / oral communication and Interpersonal skills would be desirable. Age limit: Not more than 62 years.
9	Experience	<u>For Retired Government employees:</u> Minimum 10 years' experience of handling court cases related to service matter in any Central or State Government Ministry/Department/PSU. <u>For Legal Professional:</u> Minimum 10 years of post-qualification experience of working with Government Department/PSUs in Supreme Court or High Courts/CAT.

		(Desirable: Experience in dealing with court cases related to service matters in any Central or State Government Ministry/Department/PSU).
10	Remuneration Entitlements	& In case of Retired Government Employees: Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3- 25 / 2020 - E. III A dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. In case of Legal Legal Consultant: Rs.60,000/-(consolidated)
Legal Assistant		
10	Scope of duties	1. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Department. 2. Assist the Department in assigned court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner; 3. Tender opinion in issues coming before the Department in time bound manner. 4. Prepare draft affidavits and provide other inputs in consultation with sections, Divisions, Desks concerned in assigned cases where the Department has been made a respondent; 5. Vetting of draft affidavit in a time bound manner prepared by Govt. Counsels and to be filed it in various judicial/quasi-judicial forums in cases where the Department has been made a respondent; 6. Vetting the replies prepared on various Parliamentary questions/matters having legal aspects in time bound manner. 7. To work closely with different Ministries/Departments and Desks of the DoPPW / DoPT / DOE and other concerned Ministries in order to provide a holistic opinion on legal matter; 8. Scrutinize legal papers, documents and affidavits received in the Department and offer comments in time bound manner 9. Liaison with Central Government Standing Counsels to keep abreast of ongoing and current court cases; 10. To assist the Legal Consultant in Legal Cell. 11. Any other assignment related of legal Cell as may be

		entrusted by Competent Authority.
11	Eligibility, Educational Qualifications, and age limit	Young Professionals. a. Having Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b. Must have excellent written and oral communication and Interpersonal skills. Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc will be essential. Age limit: Not more than 30 years as on 1st July 2025.
12	Job Location	Lok Nayak Bhawan, Khan Market, New Delhi –110003.
13	Remuneration & Entitlements	In case of Retired Government Employees: Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3- 25 / 2020 - E. III A dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. In case of Legal /Young Professionals: Legal Assistant: Rs.40,000/-(consolidated)
14	Allowances	a. The contractual employee will not be entitled to any allowances such as Dearness Allowance, Transport allowance/facility, House Rent Allowance, Overtime Allowances, CGHS, Medical Reimbursement, Pension, Gratuity etc. b. The Legal Assistants shall not claim any benefit / compensation /absorption / regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970
15	Leave	The contractual employees shall be entitled to avail 18 days of leave in a calendar year on pro rata basis. The un-availed leave in a calendar year shall neither be carried forward to next Calendar year nor can be encashed. The leave exceeding 18 days will be treated as unauthorized leave and the corresponding salary may be deducted.
16	Requirement of prior notice	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so up on giving 60 days' notice to the Department or two month's salary in lieu of the notice period.
17	Confidentiality clause	(a) During the period of engagement with the Department, the contractual employee would be subject to the provision of the official Secret Act, 1923 and shall not divulge any information that

		he/she may have come across during the period of his/her engagements in the Department to anyone who is not authorized to have the same. (b) The contractual employee shall maintain absolute integrity, devotion of duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. (c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Department on any matter during the period of his/ her engagement with the Department.
18	Mode of Selection	The selection shall be based on screening of Application followed by an interview to be conducted by a committee appointed for the same. The decision of selection committee on the basis on the basis of personal interview shall be final and binding. No TA/DA will be paid for attending the interview.
19	How to apply	The interested candidates may submit an application in the prescribed format (Complete in all respects) along with detailed CV with experience details and the requisite documents i.e. copy of PPO/Last Pay Certificate (in case of retired Government employee) & Bank Details, Aadhaar Card & PAN Card to the following address: The Under Secretary (Admin. I), DOPPW, 3 rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 or through email @ nagender.kumar@nic.in
20	Last date for receipt of application	15 days from the date of issue of this Circular.

Nagender
20/4/2026

(Nagender Kumar)
Under Secretary to the Govt .of India
Tele:-24655523

Proforma for Inviting applications engagement of Legal Consultant and Legal Assistant

1	Name of the Participate	
2	Experience	
3	Qualification	
4	Date of Retirement (in case of retirement employee.	
5	Present Address	
6	Bank Account Details Name of Bank: Branch: Account no: IFSC Code:	
7	Contact no.	
8	Email id	
9	PAN No.	

Documents required:

- I. PAN card
- II. Aadhaar Card
- III. PPO