

F.No. A-41/1/2026-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Kartavya Bhawan-02, New Delhi-110001

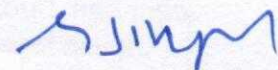
Dated the 24 July, 2026

Circular - Hiring of Legal Consultant

Subject: Engagement of a Legal Consultant in the Department of Chemicals & Petrochemicals on contract basis-regarding.

Department of Chemicals & Petrochemicals invites applications from eligible and interested retired Central Government and Central PSUs employees for engagement of Legal Consultant on contractual basis in this Department.

2. The detailed terms of reference and proforma for submission of application (Annexure-I) for the above stated position are attached herewith.
3. This Department reserves the right to accept or reject the applications on the subject without assigning any reasons whatsoever. Department also reserves right to withdraw vacancy circular without assigning any reasons.
4. Eligible & interested candidate may send application through email @ estt-cpc@gov.in or send it by speed post in enclosed proforma addressed to the Section Officer (Estt), Department of Chemicals & Petrochemicals, Room No. 23049, Kartavya Bhawan-02, New Delhi-110001. The application should reach within 21 days of publication of this circular in Employment News.
5. Department shall send all communication to the candidates through email only.
6. The terms and conditions for engagement related to the Legal Consultant shall be regulated by this Department's guidelines, Department of Expenditure, DoPT and Department of Telecom as framed and modified from time to time. Any provision not specified in bid document/ and guidelines issued by this Department but required to process the selection process at any stage will be dealt in the light of instructions/ provisions contained in the latest edition of GFR and Manual for Procurement of Consultancy & Other Services issued by Ministry of Finance.
7. Any modification / subsequent information regarding advertisement, if any, will be uploaded on the website of this Department viz. <https://chemicals.gov.in/> for information of the candidates.



(Ganesh Singh)
Deputy Secretary to the Govt of India
Tel No 24015646

To

- (1) All Ministries/Departments of the Government of India.
- (2) NIC, D/o C&PC for uploading this Circular on the website

(Sd/-)

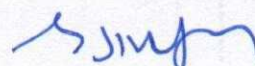
Secretary to the Govt. of India

Ministry of Information & Public Relations

Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Terms of Reference for engaging Legal Consultant

1. Name of the Post	Legal Consultant (01 post)
2. Period of engagement	Initially for a period of 01 (one) year. The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department for another 2 years.
3. Nature of engagement	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason with immediate effect without remuneration or notice period on grounds of proven misconduct, unsatisfactory service, wilful and unauthorized absence etc. However, in normal course it will provide one month's notice to the individual consultant and vice-versa.
4. Scope of duties/nature of work to be performed	i. Drafting of affidavits, applications, Special Leave Petitions, transfer petitions, etc in various court cases filed in CAT, High Courts and Supreme Court of India. ii. Assisting the department in legal matters to ensure effective implementation of applicable laws, rules, policies, etc. iii. Assisting in framing/drafting of policies, gazette notification and amendments in rules. iv. Monitoring legal issues and judicial cases, assisting in briefing the Central Government Standing Counsel, Senior Government Counsels, Assistant Solicitor General, etc. v. Attending court hearings in Supreme Court/various High Courts/CAT etc. vi. Supporting Government Counsels during hearings in Supreme Court/High Courts/CAT etc. vii. Maintaining case files, tracking court hearings and ensuring timely and effective legal action. viii. Updating and reviewing status of court cases on LIMBS Portal and coordinating the issue with internal divisions, PSUs and autonomous institutes of the department.



		ix. Conducting legal research on prevailing laws, policies, etc and responding to legal queries. x. Consultation with Department of Legal Affairs, etc on court cases whenever required. xi. Undertaking any other task or responsibility assigned by the Divisions/senior officers.
5.	Job Location	Department of Chemical & Petrochemicals, Kartavya Bhawan – 02/ Shastri Bhawan, New Delhi
6.	Eligibility and Educational Qualifications of candidate	Retired Central Government servant and Central PSU at the level of Under Secretary, Deputy Secretary, Director or equivalent with experience of at least three years in handling court cases in the Government of India filed in various courts. Essential education qualification: LLB degree or equivalent legal qualification from recognised university.
7.	Age Limit	Not more than 62 years.
8.	Remuneration & Entitlements	(i) For retired Central Govt employees: the remuneration, leave and other condition of engagement will be governed as per provisions contained in Ministry of Finance, Department of Expenditure's OM no. 3-25/2020-E.IIIA dated 09.12.2020 and DoPT's OM as amended from time to time. (ii) For retired Central PSUs employees: the remuneration of retired PSU employee will be fixed in the light of methodology terms and conditions issued by Department of Telecom, Communication no. 3-10/2014-SEA-I/Fin. Dated 29th March 2022.
9.	Leave	The Contractual employees shall be entitled to avail Casual Leave @1.5 for each completed month. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
10	Confidentiality clause	i. During the period or engagement with the Department, the contractual employee would be subject to the provisions 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 engagement in the Department to anyone who is not authorized to have the same. ii. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.



		iii. 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 than the Department on any matter during the period of his/her engagement with the Department.
11	Conflict of Interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for its employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
12	Working hours	Consultant requires to observe the normal working hours as prescribed for the Department (i.e 09.00 AM to 05.30 PM from Monday to Friday). However, in view of the exigency, he/she has to stay beyond prescribed officer hours or come to office on holidays, work from home etc to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

2 Selection Process

- I. The department will constitute a Selection Committee to evaluate the applications received from the candidates. The decision of the Selection Committee in the evaluation of responses to the notice shall be final.
- II. The shortlisted candidates after initial screening will be invited for interview before the Selection Committee. During the interview, if required, a candidate may be asked for making a presentation on roadmap and usage of legal framework for various activities performed by D/o Chemicals and Petrochemicals.
- III. Final assessment of the qualified candidates will be prepared on the basis of qualification, past experience, interview, presentation (if any) etc.



Proforma for Legal Consultant in Department of Chemicals & Petrochemicals

A. Position Applied for:

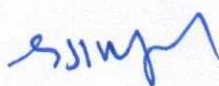
(Please mention the name of the position appliedfor)

B. Personal Information of applicant:

1.	Name in full (Block Letters)	
2	PPO No. (Enclose copy)	
3	Last Basic Pay Drawn	
4	Date of Birth	
5	Date of superannuation from Govt. Service & Last post held.	
6	Whether medically fit	Yes / No
7	Office Address at the time of retirement	
8	Mailing Address	
9	Permanent Address	
10	E-mail address	
11	Telephone No. / Mob. No.	
12.	Educational Qualification (copy(s) of relevant degree course).	
13.	Details of knowledge of computer	

C. Details of previous employment/experience with valid documentary evidence of the applicant (in Chronological Order)

S. N	Organization details	Period of Employment with date	Nature of Assignment Undertaken	Remuneration received for job



D. Certified that the information furnished above is true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after engagement, my appointment shall be liable to be cancelled assigning any reasons and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

Date:

Samy