

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated the 15 October, 2020

**CIRCULAR**

Ministry of Labour & Employment requires the services of two legal experts one of the level of Joint Secretary and the other of Director/Deputy Secretary level. Accordingly, applications are invited from retired officers of the level of Joint Secretary/Director/Deputy Secretary for engagement as Consultant purely on contractual basis.

2. The guidelines for hiring of Legal Experts will be governed by the guidelines issued by the Ministry of Labour & Employment for engagement of Consultant in respect of selection procedure, payment of remuneration, age etc. which are available on the website of the Ministry, i.e., <https://labour.gov.in>. The candidates are advised to go through these guidelines before submitting their applications.

3. The legal expert of Joint Secretary Level will be designated as Advisor.

4. The general requirements and other terms and conditions for the engagement are as under:-

(i) Eligibility Criteria

- Applicant should have retired from the level of joint Secretary/Director or Deputy Secretary from Central or State Governments, autonomous bodies etc, who have put in at least 20 years of Service.

(ii) Scope of Work/Job responsibility:

- Codification of Labour Laws
- Framing of rules etc relating to Labour Codes.
- Assisting the drafting committees which have been tasked with work related to the drafting of rules and other connected legal matters.
- Work related to other legislative initiatives and other connected legal work of the Ministry.
- Any other work assigned by Secretary (L&E)

5. **General Terms and Conditions of Engagement:**

General terms and conditions regarding engagement of Consultants viz. Remuneration, Allowances, Age Limit, Leave, Working Hours, Period of Engagement as Consultant, etc. will be governed by the Guidelines for engagement of consultants.

6. **How to Apply:**

- (i) Interested eligible candidates may submit their duly filled in applications in the prescribed Form (Annexure-A) by email only at [adm1@nic.in](mailto:adm1@nic.in)
- (ii) Applications by email should reach **within 21 days** from the date of issue of this circular. Applications received after due date will not be considered.

  
(C.S. Rao)

Under Secretary to the Govt. of India  
Tel.: 011-23766903

To

- (i) NIC, M/o Labour & Employment with a request to upload this Circular on the website of this Ministry under the relevant heading.
- (ii) Secretary, Department of Legal Affairs with request to give wide publicity to the circular.
- (iii) Notice Board

**Application for the post of Consultant in the Ministry of Labour & Employment**  
**New Delhi**

Recent  
Passport Size  
Photograph

1.	Full Name (in Block Letters)		
2.	Father's/Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile No./Tel. No.	
		Email ID	
5.	Address for communication		
		PIN:	
6.	Date of Joining of Government Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of retirement and the post from which retired (enclose copy of retirement order)		
11.	Name of the Ministry/Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)		
14.	P,P,O.No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before **or** after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)