



# ANIMAL WELFARE BOARD OF INDIA

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India  
(Department of Animal Husbandry and Dairying)  
42 Milestone, Delhi-Agra Highway, NH-2,  
Sikri, Ballabgarh, Haryana-121004 Tel: 0129-2555700  
Email: [support-awbi@gov.in](mailto:support-awbi@gov.in) : Website: [www.awbi.gov.in](http://www.awbi.gov.in)

## CIRCULAR

**Subject: Engagement of one Legal Advisor (01 No.) on purely contractual basis in the office of Animal Welfare Board of India- regarding.**

The Animal Welfare Board of India proposes to engage 01 No. of Legal Advisor on purely contractual basis to fill up one vacancy in its office out of the suitable candidates who are eligible for the position of Legal Advisor as per the specialization given in **Annexure-I**. The short-listed candidate will be considered for engagement as per the requirement of this office.

2. Interested and eligible applicants may submit their particulars "strictly in the enclosed format (**Annexure - II**) along with CV and relevant documents on the following address:

The Secretary,  
Animal Welfare Board of India,  
42KM Stone, NH-2, Sikri,  
Ballabgarh, Haryana-121004

3. The last date of receipt of applications (filled in all respect) in the prescribed format is 20.06.2025 latest by 05:00 PM. Applications received after due date / time and without supporting documents will not be considered.

4. The engagement of Legal Advisor on purely contractual basis will be subject to acceptance of terms & conditions mentioned at **Annexure-III**.

5. Animal Welfare Board of India reserves the right to accept or reject any application without assigning any reason.

**Encl.: As Above.**

(Dr. S.K. Dutta)  
Secretary

To,

1. IT Section- with a request to upload this circular on the website of the AWBI.

**ANNEXURE - I****ADVERTISEMENT OF THE POST**

1.	No. of posts	01 (One)
2.	Period of engagement	Initially for a period of one year with effect from the date selected candidates joins duty. May further be extended on year-to-year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Should not be more than 40 years of age on the last date for receipt of application.
4.	Remuneration	The selected Candidate will be paid a consolidated amount of <b>fee/remuneration of Rs.60,000/- per month</b> . No DA/HRA or any relief or allowance will be admissible. Facilities like transport, residential accommodation, CGHS, Medical reimbursement would not be given.
5.	Place of work	Animal Welfare Board of India, 42 Milestone, Delhi-Agra Highway, NH-2, Sikri, Ballabgarh, Haryana-121004
6.	Education and Essential Qualifications	<ol style="list-style-type: none"> <li>1. Masters in Law from Recognised University / College with Minimum 60% marks.</li> <li>2. Having Good Knowledge of English and drafting of Affidavits, Legal Notices and other legal documents.</li> <li>3. Having valid registration in Bar Council of India (BCI).</li> <li>4. Knowledge and working experience of five years in Legal matters related to PCA Act,1960 and the rules made thereunder &amp; allied legal procedure.</li> <li>5. Having sufficient experience as Legal Advisor / Consultant (at least 5 years) of handling court cases in Government of India Offices / Autonomous Bodies administered by Government of India.</li> <li>6. Having work experience in Govt. Offices / Autonomous Bodies as Legal Advisor / Consultant / Assistant for at least 5 years related to Animal Welfare Laws.</li> </ol>

**ANNEXURE – II****APPLICATION FORMAT FOR HIRING THE LEGAL ADVISOR ON PURELY CONTRACTUAL BASIS IN OFFICE OF ANIMAL WELFARE BOARD OF INDIA****I Personal Details:**

1.	Post applied for	Legal Advisor	
2.	Name [IN Block Letters]		<b>PHOTO</b>
3.	Father's Name		
4.	Date of Birth		
5.	Nationality		
6.	Permanent address		
7.	Mailing Address (With Mobile No. & Email ID)		
	E-mail ID		
	Mobile No.		
8.	Bar Council Registration No.		
9.	Last Remuneration		

**II. Educational Qualifications: (Please attach self-attested copies)**

Sl.No.	

**III. Professional and Work experience of last five years: (Please attach self-attested copies)**

S. No.	Name of the organization	Post held	Period of service
	Explain in 100 words how your previous experience would help to accomplish the current assignment		

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

Signature with date

**ANNEXURE-III****TERMS AND CONDITIONS**

1. The Legal Advisor undertakes to render legal advisory & consultancy services connected with court cases and matters pertaining to the Prevention of cruelty to Animal Act, 1960 & rules made thereunder and other allied legislations in the purview of the AWBI which may be assigned to such Legal Advisor from time to time.
2. The Legal Advisor understands that he has to attend the office on regular basis as per the office timings decided by the authorities of the AWBI / as per the orders issued by the DoPT pertaining to the timings of the office for providing the above professional consultancy services except when he is attending the Court Cases pertaining to AWBI.
3. He will be entitled to receive a consolidated remuneration of Rs. 60,000/- (Rupees Sixty Thousand only) for each completed month after deducting the leave taken of which will be paid on monthly basis for a period of entire contract period.
4. The Legal Advisor undertakes that he shall not take up any other assignment/work which is in conflict with the interest of Animal Welfare Board of India in any way what so ever, on contract or otherwise from any person, legal or natural.
5. The Legal Advisor agrees that he would be eligible to only eight (8) days casual leave in each calendar year. The eligibility of leave would be on pro-rata basis. There would be no accumulation and carry forward of this leave beyond the particular calendar year / contract period and this leave cannot be availed in advance.
6. The Legal Advisor shall be given TA/DA for travel within the country in connection with official work with prior approval of Chairman/Secretary AWBI and as per the entitlement of officer in the pay level of 6 to 11 in pay matrix for TA entitlement and pay level 6 to 8 in pay matrix for DA entitlement and no Transport Allowance shall be paid for attending the office.
7. This Undertaking shall remain in force for a period of one year with effect from the date of joining, which may be further extended in writing with consent of the Competent Authority.

**CONFIDENTIAL INFORMATION**

8. In the course of attending the assigned legal work, the AWBI may share confidential information including documents with the Legal Advisor so as to discharge the assigned functions to protect the interest of the AWBI. For the purposes of this undertaking, "Confidential Information" means any data or information that is proprietary of the AWBI and not accessible to general public, whether tangible or intangible or in electronic or documental or virtual form, whenever and however disclosed but not limited to: -
  - (a) any legal strategy, plan, information result relating to the past, present or future official functions of the AWBI throughout the country;
  - (b) any report, data, information and official secret; and
  - (c) any other information reasonably treated as confidential.

9. (i) The AWBI may, from time to time, disclose 'Confidential Information' to the Legal Advisor who undertakes to:

- (a) limit disclosure of any Confidential Information to any judicial, quasi-judicial fora, Tribunals, etc. which have a lawful authority to know such Confidential Information in connection with the current assignment of legal nature;
  - (b) keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by the Legal Advisor in safeguarding his own confidential information; and not disclose any Confidential Information received from this office to any third party/ies except as otherwise provided herein or with prior approval in writing from the Competent Authority.
- (ii) The Legal Advisor accepts that he shall be held responsible for any breach which is contrary to this Undertaking.

10. The Legal Advisor hereby undertakes to use the Confidential Information solely in connection with the current or contemplated assignment given by the AWBI and not for any purpose other than authorized herein without the prior written consent of the Competent Authority of the AWBI.

11. The Legal Advisor will maintain absolute confidentiality and secrecy of the information handled by him / her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.

12. No Legal Advisor shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for this office, without the express written consent of this office.

13. The Legal Advisor shall be bound to hand-over the entire set of records of assignment to the Board before the expiry of the contract, and before the final payment is released by this office.

14. The Legal Advisor would be required to sign a non-disclosure undertaking.

15. The Legal Advisor undertakes to immediately return to the AWBI all tangible and intangible material embodying the Confidential Information provided herein and all notes, summaries, memoranda, Manuals, records, excerpts or derivative information deriving there from and all other documents or materials (and all copies of any of the foregoing, including "copies" that have been converted into electronic media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon -

- (i) the completion or termination of the engagement with the AWBI;
- (ii) the breach of the terms and conditions of the Undertaking; or

- (iii) such time as the AWBI may so desire.

### **Conflict of interest**

16. The Legal Advisor appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office nor will he indulge in any activity outside the terms of employment/contractual assignment.

17. The Legal Advisor shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

### **Termination of Agreement**

18. The Animal Welfare Board of India reserves the right to terminate the contract at any time without giving any notice and also without assigning any reasons.