

No. A-43011/10/2025-Admin-I (E-33500)
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying
(Estt. HQs)

Krishi Bhawan, New Delhi – 110 001.
Dated, the 24th June, 2025

CIRCULAR

Subject: Engagement of two 'Consultants (Legal)' on contract basis in the Department of Animal Husbandry and Dairying - reg.

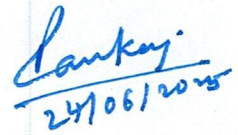
The undersigned is directed to say that the Department of Animal Husbandry & Dairying proposes to engage two '**Consultants (Legal)**' on contractual basis.

2. The details of the two posts advertised are enclosed as **Annexure-I**. This engagement will be in the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. This engagement does not confer any right to regular appointment in Government service. The short-listed candidates will be considered for engagement as per functional requirements of the Department.

3. Interested and eligible applicants may submit their particulars "*strictly as per the enclosed format (Annexure-II) along with CV and relevant documents*" to the 'Establishment (Hqrs.)' Section, Department of Animal Husbandry and Dairying, Room No. 435-A, Krishi Bhawan, New Delhi-110001 or through email at: **pk.sinha88@gov.in** latest by **05:00 PM on 23rd July, 2025**.

4. The Department of Animal Husbandry and Dairying reserves the right to accept or reject any application without assigning any reasons.

Encls: As above.


24/06/2025

(Pankaj Kumar Sinha)
Under Secretary to the Government of India

To,

- All the Ministries/Departments of Government of India.
- The Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload the same on DoP&T's website.
- NIC - with a request to upload this circular on the website of this Department.

पंकज कुमार सिन्हा / PANKAJ KUMAR SINHA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
Department of Fisheries, Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

Terms of Reference for engaging Consultant (Legal)

1.	Name of the post	Consultant (Legal)
2.	Number of posts to be filled	Two (2)
3.	Essential Qualifications	<p>(1) Having Master's Degree/Bachelor's Degree (03 years or 05 years course) of Law from a recognized University or Institute in India or recognized by the Bar Council of India;</p> <p>(2) Private applicants applying for the post should be presently registered as an advocate in the Bar Council of India in terms of the Advocates Act, 1961.</p> <p>(3) Retired Government servants retired from the level of S O/US/DS/Director may also apply for the post subject to having Master's Degree/ Bachelor's Degree (03 years or 05 years course) of Law from a recognized University or Institute in India or recognized by the Bar Council of India.</p> <p><u>In addition to above, the applicants:-</u></p> <p>a) Must have excellent written and oral communication and Interpersonal skills.</p> <p>b) Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc will be essential.</p>
4.	Experience in relevant field	Private Applicants 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 Departments/P SUs having handling Court cases.
5.	Scope of work	<p>Legal Consultant shall perform the following duties/ functions:-</p> <p>a. Prepare para-wise comments/ counter affidavits/ petitions/ applications, etc. across the courts, tribunals and other statutory authorities filed against or by the Department.</p> <p>b. Monitor the pending court cases, to assist and be present in the court at the time of hearing.</p> <p>c. Perform such other work of legal nature, as may be entrusted from time to time by this Department.</p> <p>d. Vetting of draft affidavit 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;</p>

Sankaj
24/06/2025

		e. The legal consultant shall also assist the Department in any policy decision/matters as and when required by the Department.
6.	Method of Engagement	Short term contract basis initially for a period of one year which may be further extended on year to year basis for a maximum tenure of 02 years , subject to appraisal of the performance and on need basis.
7.	Period of contract	<p>(i) The appointment on the above post will be purely on contract basis initially for a period of one year only.</p> <p>(ii) Further extendable subject to satisfactory performance and functional requirement of the Department.</p> <p>(iii) 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.</p> <p>(iv) In no case the appointment shall be extended beyond three years from the initial date of appointment in the department.</p> <p>(v) The decision of the department shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service, etc.</p>
8.	Age Limit	<p>(i) Not more than 40 years as on 01.01.2025 in case of a private person.</p> <p>(ii) Not more than 62 years in case of Retired Government servants.</p>
9.	Remuneration (per month)	<p>(i) <u>For private applicants:</u> Consolidated remuneration of Rs. 70,000/- (Rupees Seventy Thousand Only) on monthly basis. Necessary TDS may be deducted as per rules. No other allowance or benefit shall be provided.</p> <p>(ii) <u>In case of Retired government employees:</u> i. Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3- 25/2020-E.IIIA dated 09th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.</p> <p>ii. No increment and Dearness Allowance shall be allowed during the term of contract. A fixed amount as Transport allowance shall be paid to the consultants, in terms of DOE O.M No. 21/5/2017-E.II (B) dated 07.07.2017. The amount so fixed shall remain unchanged during the term of appointment. However, no DA shall be allowed.</p>

Sanjay
24/06/2025

		<p>iii. No other allowances such as HRA, residential accommodation, tuition fee reimbursement etc will be admissible.</p>
10.	Other terms of engagement	<p>(i) The Consultants will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, HRA etc. However, in case, the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group-B Non-Gazetted Officer.</p> <p>(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Consultant shall be entitled to leave at the rate of 15 days for each completed month of service, with no accumulation of leave beyond the calendar year, on a pro-rata basis. Accordingly, no remuneration shall be paid for any absence exceeding 18 days in a year (calculated on a pro-rata basis). Unavailed leave shall not be carried forward to the next year.</p> <p>(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Department. In case a consultant leaves before completion of 6 months, he/she will not get any experience certificate.</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 Ministry of will issue TDS Certificate(s).</p> <p>(vi) The 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 this Department in any matter during the period of his/ her engagement with DAHD.</p> <p>Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to the Department which is adverse to the interest of DAHD.</p> <p>(vii) The contract of consultant may be terminated, after giving one month notice, in following situations:-</p> <ul style="list-style-type: none"> • If the Consultant is unable to do the assigned work. • Quality of the assigned works is not to the satisfaction of the Department. • If the consultant is absent from duty without due authorization. • If the Department elects not to renew the contract of the consultant at the end of one year period.

Sankar
24/03/2015

		<ul style="list-style-type: none"> The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause. <p>(viii) The Department 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 misconducts.</p> <p>(ix) Termination shall be affected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>(x) The Consultant is required to give 30 days' notice to the Department in case he/she opts to quit the assignment.</p> <p>(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p> <p>(xii) The person who has worked as consultant shall not disclose the information received by him/ her during the period of such engagement to any person other than this Department at any time whether during continuance of such engagement or after its severance.</p> <p>Further, the consultant shall not represent, advice or work for or any person against the interest of this Department for 02 years from the date of termination or contract end date in the matters related to the Department.</p>
11.	Selection process	<p>(a) Selection of the Consultant will be done on the basis of personal interview/talk by a Selection Committee.</p> <p>(b) Only the short-listed candidates shall be called for the interview.</p> <p>(c) No TA or DA will be paid for attending the interview.</p> <p>(d) At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification.</p> <p>(e) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
12.	Attendance and working days	<p>a) The working hours of the consultants shall be same as regular Govt. employees working in the Department.</p> <p>b) 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.</p>
13.	Confidentiality and secrecy	During the period of assignment with DAHD, the consultants would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during

Sanjay
24/06/2015

ing the period of his/her assignment to anyone who is not authorized to know the same.

Selected candidates shall provide integrity certificates from 2 references known to them.

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.

Pankaj
22/10/2016

(Pankaj Kumar Sinha)
Under Secretary to the Government of India

पंकज कुमार सिन्हा / PANKAJ KUMAR SINHA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
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Department of Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली / Krishi Bhawan, New Delhi-110001

**APPLICATION FOR THE POST OF LEGAL CONSULATANT
BIO-DATA**

Passport-size
Photo of
applicant with
cross signature

S.No.	Detail	Description
1	Name	
2	If the applicant is Govt. Retiree then Last Basic pay and date of entry in Government Service along with a complete copy of PPO to be enclosed.	
3	Date of Birth	
4	Correspondence Address	
5	Contact number/ Mobile number	
6	Email ID	
7*	Educational Qualifications	
8*	Professional qualification and experience in relevant field	
9	Current work profile	
10	Additional information	

* : Separate sheet may be attached if required. Self-attested copies of certificates should be enclosed.

Place:

Date:

(Signature of applicant)