

No:19/12/2024-Estt.
INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan,

Ansari Nagar, New Delhi-110029
Date: 11th July, 2024

Advertisement for Engagement Consultant (Legal) in ICMR Hqrs., New Delhi.

Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H & F.W. Govt. of India invites ONLINE applications in the prescribed proforma (Annexure-I) from willing candidates for engagement of two Consultants (Legal) in ICMR Hqrs. Office, New Delhi.

2. The last date of receipt of online applications is upto 2nd Aug., 2024 till 5.30 P.M.
3. The selected candidates shall posted at ICMR Hqrs., New Delhi.
4. Age : Not more than 63 Years as on last date for receiving of applications.
5. **Essential Qualifications** : Three years Graduate Course in LLB or integrated LLB, from a university approved by UGC.
6. **Desirable Qualifications** 1) LLM (Two years course) from a university approved by UGC.
2) Strong written and spoken communication skills in English.
3) Proficiency in use of computers (Word, Excel, Power Point Etc.).
4) Handling Legal Information Management Portal.
7. **Experience** : Minimum five years court litigation practice, as Advocate before any judicial and quasi-judicial forums & thereafter.

and

Minimum five years working experience in Central Govt. Ministries/

Organizations/PSUs handling court matters.
8. **Remuneration & Entitlements** :
 - Rs.25000/- to 1,00,000 depending upon educational qualification, experience, last pay drawn and functional requirement.
 - In case of retired Government employees remuneration will be payable as per O.M. No.3-25/2020-E.IIIA dated, 9th Dec.,2020 issued by DoE, M/o Finance. (Last pay drawn minus pension).

- The consultancy fees shall be paid monthly in Indian Rupees. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. In case of renewal of Contract, terms and conditions may be considered a fresh.
- The engagement will be strictly contractual and will not confer any other benefits to the selected Candidates.
- The consultant shall not be entitled to any benefits like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the ICMR.
- No HRA or Transport or transport allowance shall be admissible. However vehicle for legal official journeys shall be provided.
- The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible.
- Paid leave of absence may be allowed to the rate of 1.5 days for each completed month of engagement. Accumulation of leave beyond a calendar year shall not be allowed. Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made.
- In case the Consultant is required to travel as part of his/her duties, the ICMR will take care of his/her travel, accommodation and per-diem costs, at par with Sr. Administrative Officer in the ICMR.
- The knowledge/experience gained during the period of consultancy in the ICMR should in any way not be used for the purpose which is detrimental to the interests of the ICMR. Also, the consultant has to submit an undertaking to the ICMR that they will not take any independent legal work against the Government of India during the consultancy period.
- The selected person will be required to enter into a contract with the ICMR in a prescribed format from the actual date of engagement as Consultant.

9. Period of Consultancy : Initially for 01 (one) year

The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.

10. Nature of duties : Regular monitoring and follow up of specific legal issues entrusted to the consultant. ICMR has its Hqrs at New Delhi with 27 Institutes/Centers across the country.

- To provide legal advice on all administrative issues, court matters, disciplinary cases etc. for ICMR Hqrs. and all its Institutes matters referred to Hqrs and prepare legal briefs in consultation with legal counsel of Hqrs. and ICMR institutes/centers.
- Attend court hearings and arbitrations at Delhi and or/if required at other cities of the country.
- To provide legal advice in various establishment matters, drafting /settling of counter reply, speaking order, MOU, Agreement, Tender document etc., and also knowledge of service matters, pertaining to Gol.

- Analyze Legal issues and recommend course of action in the legal issues assigned to them.
- Any other duties specified by ICMR authority.

PROCEDURE FOR RECRUITMENT:

1. Candidates possessing the required qualifications and experience, may apply online in the prescribed application. All related educational documents, photograph/experience certificates, Pension Pay Order/Salary slip should be uploaded online failing which application shall be rejected.
2. Applications received through email or in physical will not be considered. .
3. The shortlisted candidates will be informed about the interview via e-mail or candidates may check our website for updates related to the advertisement.
4. Shortlisting of candidates for interview shall be done on basis of educational qualification and experience. However, if the number of shortlisted candidates are high and it is not feasible to call all of them, the appointing authority may fix a suitable criteria for shortlisting the candidates.
5. Selection of Candidate will be based on the performance in the written test and interview.
6. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
7. Selected candidates have to bring all the documents as mentioned above in Original for verification.

Terms and Conditions:

1. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
2. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
3. Separate application should be submitted for each post, if applying for more than one post.
4. The benefit of Provident Fund, Leave Travel Concession, Medical claim, CCA etc. will not be available to the project employee.
5. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by competent authority.
6. The experience will be counted only after completion of minimum essential educational qualification prescribed for the post.
7. Cut off date for age limit will be considered as on the last date of submission of Application Form.
8. **The DG, ICMR reserves the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter**
9. **The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.**
10. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
11. Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.

12. Mere fulfilling the essential qualification/experience does not guarantee for shortlisting and selection.
13. Since the posts are filled-up on purely temporary and contractual basis, the candidate will have no right to claim for any type of regular/permanent employment under ICMR or continuation of his/her services in any other project.
14. **The DG, ICMR** reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
15. No TA/DA will be paid to attend the interview or joining the post and candidates should make his/her own arrangement for stay for the duration of interview as well after joining the post, in case of selection.
16. Candidates already in regular service under any central/state govt/Autonomous/dept/PSU are not eligible to apply.
17. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on website <https://main.icmr.nic.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated. For applying online please visit https://recruit.icmr.org.in/consultant_admin_vs/



Assistant Director General (Admin)



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INDIAN COUNCIL OF
MEDICAL RESEARCH
अनुसंधान परिषद
Serving the nation since 1911

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आज़ादी का
अमृत महोत्सव

Ansari Nagar, New Delhi -110029

APPLICATION FORM

Advt. No. ICMR/Consultant-Legal/Estt./2024

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Application for the Position of: 1. Consultant (Legal)

Category:

GEN

SC

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OBC

EWS

1. Name of the Applicant (in CAPITAL words): _____

2. Sex : Male Female Transgender

3. Marital Status : Married Unmarried Divorced/ Widow

4. Father's Name : _____

5. Name of the Spouse : _____

7. Date of Birth(DD/MM/YY) : _____

8. Date of Retirement/Superannuation: (DD/MM/YY) : _____

9. Age as on last date of receiving application
as per advertisement :

Days	Months	Years
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10. Present Address for
Communications : _____

Mobile No. : _____

Email : _____

11. Permanent Address : _____

: _____ PIN _____

_____ Telephone No. _____

Mobile No. : _____

12. Nationality : _____

13. Educational Qualification: (Enclose attested photocopies of degree/diploma certificates & mark sheets)

Educational Qualifications	Name of Degree/Examination	Subjects	Board/Council/University	%/Division	Month & Year of Passing
X th (HSC)					
XII th (HSSC)					
Diploma (please mention duration one year/two years)					
Graduation (indicate name of Degree) (BA/BCom/BSc/BTech/BE/BCA/BBA/LLB etc)					
Post Graduation (LLM etc)					
Others (M.Phil/Ph.D)					
Knowledge of Computer applications					

14. Details of Current Work/Activities:

15. Details of Work Experience: (please enclose self certified copies of Work Experience Certificates)

Name of the Organization/ Institution where worked and Place	Status of Organization (Central/ State/ Autonomous/ PSU)	Name of the Post held	Whether permanent /contractual/ adhoc	Period(DD/MM/YY)		Total experience (DD/MM/YY)	Pay Scale/Pay Level as per 7 th CPC	Gross Pay Drawn (Rs.)	Nature of Work performed
				From	To				

(Use separate sheet if required)

16. Name and address of two referees well known with the applicant's work :

Name	Occupation or Position	Address with telephone No. & e-mail
1.		
2.		

17. Details of relatives in ICMR/ICMR Institute/Centers, if any :

Name	Designation	Permanent/ contractual	Department	Telephone No. & e-mail

18. Any other information you wish to add for suitability to the post:

19. Check List : (Please tick in the box given below as proof of enclosures.)
All Certificates must be attested and be attached in the following order :

- (i) Certificate in support of age (High School Certificate)
- (ii) Certified copies of Graduation Degree/Diploma & marksheet.....
- (iii) Certified copies of Post Degree and marksheet Certificate
- (iv) Certified copies of Experience Certificate
- (v) Category/Caste/Exm/PWBD/certificate (as applicable).....
- (vi) No Objection Certificate from present Employer (if working currently).....
- (vii) Copy of Pension Pay Order/Pay scale/Pay Level certificate.....

DECLARATION

I, _____ declare that I have read the advertisement carefully and the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements/information are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted at any stage, my candidature/appointment will be cancelled without any notice/reasons thereof without any compensation in lieu .”

Place:

Date:

(Signature of the applicant)
Full Name: