

**NATIONAL CAPITAL REGION PLANNING BOARD  
CORE-IVB, 1<sup>ST</sup> FLOOR, INDIA HABITAT CENTRE  
LODHI ROAD, NEW DELHI-110003.**

A-12025/4/2012-Estt.

Dated: 13.10.2020

**NOTICE**

**Engagement of Consultant - I (Legal) - Terms of reference.**

The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing & Urban Affairs intends to engage Consultant-I (Legal) on **full time daily basis** for assistance/handling court cases on following terms of reference:

**A. Job Description**

1. Prepare, update and maintain data base, status of the all court cases. Updation of court cases pertaining to NCRPB on the web portal in LIMBS.
2. He may be required to attend Courts in Delhi or Outside Delhi as and when required to co-ordinate with standing council. The Travel/Hotel expenses shall be paid in addition to the remuneration. However, in special cases where Consultant (Legal) is required to go on tour, he/she will be entitled for such expenses with the prior sanction of the Competent Authority of the Board.
3. Interact with the retainer advocate appointed in various Courts in the matter being dealt by them in the various courts and ensure drafting of replies and obtain approval of the Competent Authority and filling the Counter Affidavit/replies through retainer advocate in various courts.
4. Handling all Court Cases of the Board and put up on file.
5. Examination of all legal documents to be executed by the Board including relating to Multilateral/bi-lateral borrowings.
6. Examination of all loan documents relating to release of loan by NCRPB to participating states/implementing agencies.
7. In addition to above, the Board may assign any other work/duty relating to legal cases.

**B. Eligibility Criteria and Age etc.**

He should possess the Bachelor degree in law from a recognised university with at least 4 years of working experience and upto 45 years of age as on the last date of submission of application and should be well versed in operating computers. The Competent Authority can relax age if required, provided the candidate fulfils all other conditions.

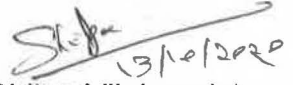
### C. Emoluments

The selected candidate shall be paid a consolidated sum of Rs. 45,000/- per month (Rupees forty five thousand only), plus ₹ 1500/- towards local conveyance allowance.

### D. Other conditions

1. Appointment of Consultant (Legal) will be on full time basis. He will be required to attend the office on daily basis as per office hours.
2. Applicant shortlisted/called for the **interview** must bring along a copy of detailed CV, alongwith self-attested copies of educational and professional qualifications and originals that need to be shown for verification.
3. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
4. Evaluation will be done based on Qualification, Experience (based on the documents submitted) and the Interview.
5. Appointment of Consultant will be on full time basis. He/she will be required to attend the office of NCRPB on daily basis as per office hours.
6. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Consultant is required to go on tour for travel inside the country in connection with the official work he/she will be entitled for TA/DA with the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases would be at following rates:
  - TA -- Reimbursement of Second AC Train Fare.
  - DA -- Reimbursement of Hotel accommodation of upto Rs.500/- per day. Reimbursement of travel charges upto Rs.100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.
7. The Consultant will be eligible for **eight days leave** in a calendar year on pro-rata basis. Therefore, shall not draw any remuneration in case of his absence beyond eight days in a year (calculated on a pro-rata basis).
8. The Appointment of Consultant will be initially for a period of six months and can be further extended at the discretion of the Competent Authority of the Board upto a maximum period of five years.
9. The Board reserves the right to terminate the service of the Consultant at any time during the period of contract by giving 15 days' notice in writing in case his/her services are not found satisfactory. In case a Consultant desired to leave the assignment, he/she is to give one months' notice, which can be curtailed by the competent authority.
10. The detailed terms & conditions shall be provided at the time of appointment.

E. Those having the required qualifications and experience may apply in the prescribed proforma (attached) duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc. **on or before 28<sup>th</sup> October, 2020**. The application received after last date shall be summarily rejected.



(Shilpa Vijaivargia)  
Admn. Consultant /  
i/c. DD (Admn.)

Attached: Application Proforma

## PROFORMA

### Application format for appointment as Consultant-I (Legal)

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Mailing Address (with Tel/Mob. and E-mail address)	
7.	Permanent Address	

8. Educational Qualification

S.No.	Course	University/Institute	Year of Passing	Division/Class

9. Work Experience

S.No.	Organisation/Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

12. Reference

- (i)
- (ii)

(Signature)

Date:

Place