(To be published on the website of SSC (WR) www.sscwr.net)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission
Regional Office (Western Region)
Pratishtha Bhavan, Old C.G.O. Building,
101,Maharshi Karve Road, Mumbai – 400020

Mumbai, the 19th December, 2024

CIRCULAR

No. SSCG-A-12024/1/2024-Admn. Applications are invited from eligible law graduates for engagement of 01 (One) Young Professional (Legal Consultant) purely on short term contract basis in the Staff Selection Commission (Western Region), Regional Office, Mumbai. The details of qualification, experience and other terms and conditions of engagement is enclosed in **Annexure 'A'.** Interested candidates may send their application in the format enclosed at **Annexure 'B'** by e-mail to **admsscwr@gmail.com** so as to reach this office within 15 days from the date of issue of this Circular, i.e., **latest by 03.01.2025.**

2 Applications received after the prescribed time limit shall not be considered.

-sd/-
Regional Director (WR)

Annexure-A

Engagement of Young Professional (Legal Consultant) on contract basis in Staff Selection Commission (WR), Mumbai

Terms of Reference

The engaged Young Professional (Legal Consultant) would be required to perform the following functions:

i. To maintain and monitor database on the cases decided by or pending with the CAT, High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.
ii. To draft petitions, replies, rejoinders, affidavits and other pleadings / legal documents to be filed before various Courts.
iii. To render all assistance to the Officers of SSC (WR) in service and recruitment matters.
iv. To obtain opinion from Law Ministry on legal matters.
v. To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels, SSC (HQ) etc.
vi. To draft / scrutinize from legal point of view various documents like notices, contract agreements, etc.
vii. Legal scrutiny / assistance on issues like service matters, especially related to notices of examination conduct of examination, evaluation of answer books, results of recruitment, medical examination cases of candidates.
viii. Scrutiny of petitions.
ix. Analyzing the feasibility and methodology of implementation of court verdicts and orders.
x. Any other work assigned to him/her.

Period of Engagement

The initial term of engagement of Young Professional (Legal Consultant) will be for a period of one year, extendable on case to case basis.

Qualification and Experience

Educational Qualification:

Essential:

Graduate Degree in Law from National Law School of India University (NLSIU) or other Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.

Experience, Age and Remuneration:

Name of the Position	Experience in Years (Essential)	Upper Age limit	Remuneration (Rs.)
Young Professional (Legal Consultant)	NIL	32 years	60,000/- per month

Desirable Experience:

One year experience in drafting of legal documents & scrutiny and in recruitment matters, especially related to preparation of notice of examination, conduct of examination, evaluation

of answer books, results of recruitment, medical examination cases of candidates; drafting of contract agreements; experience in handling CAT matters etc.

In case the contract is extended by another year based on a satisfactory performance review, the remuneration of Young Professional (Legal Consultant) may be increased upto 5% of the remuneration.

However, in no case the remuneration of any Young Professional (Legal Consultant) shall exceed 1.25 times of the initial remuneration.

General Terms and Conditions:

1. The engagement of Young Professional (Legal Consultant) would be on full time basis and he/she would not be permitted to take up any other assignment during the period of contract with SSC (WR).

2. The Young Professional (Legal Consultant) on having accepted the offer shall enter into contract with SSC (WR). The norms for secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.

3. The Young Professional (Legal Consultant) shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters which are of confidential /secret nature.

4. The Young Professional (Legal Consultant) shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential telephone, transport facility, residential accommodation, CGHS/medical reimbursement etc. other than those specifically mentioned herein.

5. Without prejudice and in addition to the legal remedies available to SSC (WR), any breach of contract shall be considered a sufficient ground for termination of the contract.

6. The appointment of Young Professional (Legal Consultant) shall be of a temporary nature and SSC (WR) can cancel the appointment at any time without providing any reason for it.

7. The Annual Performance Report of the Young Professional (Legal Consultant) would be undertaken through an Annual Performance Report (APR).

8. SSC (WR) shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (Legal Consultant) has developed for SSC under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.

9. The individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with SSC (WR), nor shall the Young Professional (Legal Consultant), in any manner whatsoever, use the name, emblem or official seal of SSC, or any abbreviation of the name of SSC, in connection with its business or otherwise without the written permission of SSC (WR).

10. The Young Professional (Legal Consultant) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the individual Consultant are not found satisfactory or found in conflict with the

interests of the SSC/Government of India, his/her services will be liable for discontinuation without assigning any reason.

11. TA/ DA — The individual consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed the following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Legal Consultant)	Air in Economy class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

12. The Young Professional (Legal Consultant) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by the Regional Director, SSC (WR). Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017 as amended from time to time.

13. 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 SSC (WR) will issue TDS Certificate/s.

14. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The contract will remain provisional till police verification is received.

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Application Format

Application for : Young Professional (Legal Consultant)

Affix recent passport size photograph (not older than three months)

S.No.	Particulars	Details
1.	Name of Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Aadhar No.	
7.	Mailing Address (with tel/Mob & e-mail ID)	
8.	Permanent address (with tel/Mob & email ID)	

Educational Qualifications (Secondary School Examination onwards) (Attach self-attested photocopies of certificates)

S.No.	Course	Subjects	Schools/College University/ Institute	Year of Passing	% of marks obtained	Division / Class

Note: In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.

Computer Proficiency:

Computer field	Excellent	Good	Average	Non-conversant
MS Word				
MS Excel				
MS Power Point				
Other expertise				

(Signature)