

**F. No. A-48012/33/2025-Estt.(CRCS)**  
**Government of India**  
**Ministry of Cooperation**  
**Office of Central Registrar of Cooperative Society**

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9th Floor, Tower-E, World Trade Centre,  
Nauroji Nagar, Safdarjung Enclave,  
New Delhi-110 029  
Dated the 07 July 2025

**NOTICE**

**Subject: Engagement of 01 Legal Consultant in the Office of Central Registrar of Cooperative Society on contract basis**

The office Of Central Registrar of Cooperative Society invites applications from eligible individuals for contractual appointment as under:

S. No	Detail of Post	Essential Qualifications	Experience	Monthly remuneration
1.	Legal Consultant (01)	(a) Having Master's Degree/Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India;  (b) Should be registered as an advocate in the Bar Counsel in terms of Advocate's Act, 1961;  (c) Must have excellent written and oral communication and Interpersonal Skills;  (d) Working knowledge of computer including MS-office tools like Word, Excel and PowerPoint	Minimum 3 years of post-qualification experience of working with Government Ministry/Department and /Or Supreme Court of India/High Courts/ District Courts.  ( D e s i r a b l e : Experience in handling court cases in any Central or State Government Ministry/Department/ Autonomous body.)	Consolidated monthly remuneration of Rs. 50,000/-

2. The detailed terms of reference for the advertised post are attached herewith.
3. The office of Central Registrar of Cooperative Society reserves the right to accept or reject the applications without assigning any reasons.
4. The terms and conditions for issues related to Consultants shall be regulated by


Department's Guidelines as framed and modified from time to time.

5. Interested candidate may apply through mail at [vacancyconsultant6@gmail.com](mailto:vacancyconsultant6@gmail.com) in enclosed proforma addressed to the Section Officer (Establishment), Office of Central Registrar Cooperative Society, 9<sup>th</sup> Floor Tower-E, World Trade Centre, Nauroji Nagar, Safdarjung Enclave, New Delhi-110 029.

6. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. Department shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID, he/she should create one before applying for the advertised post.

7. The last date for receipt of applications is **21 days** from the date of publication.

Encls: Detailed Terms of Reference for the advertised post and Pro forma for application.

  
07/07/2025

(Arun Kumar Singh)

Under Secretary to the Government of India

To:

NIC with a request for uploading the notice on the website of Ministry of Cooperation under What's New.

**Pro Forma For the Post of Legal Consultant in Office of Central Registrar of Cooperative Society.**

**BIO-DATA**

Affix latest  
passport size  
photograph

**A. Post Applied for:**

(Please mention the name of the post applied for)

**B. Personal Information:**

1.	Full Name (in Block Letters)	
2.	Father 's/ Husband's Name	
3.	Address for Communication	
4.	Tele phone/Mobile No.	
5.	E-mail ID	
6.	Date of Birth	
7.	Age as on 01.07.2025	
8.	Educational Qualification from 10 <sup>th</sup> Standard Onwards (Please enclose copy of Certificate/Mark Sheet)	
9.	Professional Qualification	
10.	Bar Counsel Registration Details	

**C. Details of previous employment/experience with valid documentary evidence (in Chronological Order)**

Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

- D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be fake, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

**Enclosures:**

**Signature of the applicant**

**Date:**

**Terms of Reference for engaging Legal Consultant**

1.	Name of the Post	Legal Consultant (01 post)
2.	Period of engagement	Initially for a period of 01 (one) year
3.	Nature of engagement	<p>The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct.</p> <p>However, in the normal course, the contractual employee shall be served two months' notice period before termination of contract or two months' s pay in lieu of the notice period.</p>
4.	Scope of duties	<p>(a) Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to the Department.</p> <p>(b) Inputs /Advice/ Comments/Consultancy on interpretation/action on different Acts/Rules of Government of India.</p> <p>(c) Provide technical inputs on references made to the Department with respect to rules, policies and legislations pertaining to the Department.</p> <p>(d) Assist the Department so that court cases as well as matters which require examination from a legal point of view (OAs/WPs /SLPs/CIC matters) can be done in a professional manner.</p> <p>(e) Tender opinion in issues coming before the Department.</p> <p>(f) Formatting of draft affidavits and documentation of the legal inputs in all the matters pertaining to this Department.</p> <p>(g) Formatting of Presentations/ Representations / Affidavits/ Counter Affidavits/ Rejoinders/ Appeals before various judicial/quasi-judicial courts pertaining to the cases of the Department.</p> <p>(h) Scrutiny and fact finding of documents from legal point</p>

		<p>of view to advise the Department for further action.</p> <p>(i) To provide logistic support to the panel/team formed in the Department in court cases with jurisdiction within and outside Delhi.</p> <p>(j) Maintaining database of ongoing and disposed court cases</p> <p>(k) Any other work incidental and consequential to the above duties may be instructed from time to time</p>
5.	Job Location	Office Of Central Registrar Cooperative Society. 9th Floor Tower-E World Trade Centre, Nauroji Nagar, Safdarjung Enclave, New Delhi-110 029.
6.	Eligibility and Educational Qualifications	<p>(a) Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institution in India, recognized by the Bar Council of India;</p> <p>(b) Should be registered as an advocate in the Bar Counsel in terms of Advocate's Act, 1961;</p> <p>(c) Must have excellent written and oral communication and Interpersonal Skills.</p> <p>(d) Working knowledge of computer including MS-office tools like Word, Excel and Power Point</p>
7.	Age Limit	Not more than 35 years
8.	Experience	<p>Minimum 3 years of post-qualification experience of working with Government Ministry / Department and/or Supreme Court of India/ High Courts/ District Courts.</p> <p>(Desirable: Experience in handling court cases in any Central or State Government Ministry / Department / Autonomous body)</p>
9.	Remuneration & Entitlements	Consolidated monthly remuneration of Rs. 50,000 /-
10.	Allowances	The contractual employee will not be entitled to any other allowances except TA/DA for travel within the country in connection with official work at a rate equivalent to what is admissible to an officer working at Pay Level -7
11.	Leave	The contractual employees shall be entitled to avail 12 days Casual Leave for one year engagement on pro rata

		basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be uncashed.
12.	Termination of Contract	<p>The Department reserves the right to terminate the contract an any time in case:</p> <p>(a) The contractual employee is unable to satisfactorily complete the assigned tasks;</p> <p>(b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</p> <p>(c) The contractual employee is absent from duty without authorization;</p> <p>(d) The Department chooses not to renew the contract at the end of the initial period of engagement;</p> <p>(e) Any other reason.</p>
13.	Requirement of prior notice	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days ' notice to the Department or two-month s' salary in lieu of the notice period.
14.	Confidentiality Clause	<p>(a) During the period or engagement with the Department the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he /she may have come across during the period of his/ her engagement in the Department to anyone who is not authorized to have the same.</p> <p>(b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>(c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</p>
15.	Conflict of Interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning during his/her employment are liable to be terminated/ discontinued without assigning any reason thereof.

16.	Working hours	The normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.