

No. 2(11)/2020-PL
Government of India
Ministry of Environment, Forest and Climate Change
Policy and Law Division

Level-III, Jal Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj,
New Delhi – 110003

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF ASSOCIATES (LEGAL)

Subject: Advertisement for the engagement of Associates (Legal) on contractual basis in the Ministry of Environment, Forest and Climate Change

Applications are invited for engagement of twenty five (25) Associates (Legal) in the Policy and Law Division of the Ministry of Environment, Forest and Climate Change on payment of a consolidated monthly remuneration ranging from Rs. 40,000/- to Rs. 60,000/-.

2. Complete details of the advertisement along with Application Form can be downloaded from the Ministry's website www.moef.gov.in. Eligible candidates may send their applications in the format prescribed in the advertisement along with all supporting documents to the below mentioned address:

The Director,
Policy & Law Division, Level-III, Jal Wing,
Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj,
New Delhi – 110003.

A soft copy of the duly filled Application Form along with all supporting documents may also be sent to email id policyandlaw-mef@gov.in within the prescribed time limit.

3. The last date for receiving applications in the prescribed format along with supporting documents is **17th November, 2020.**

सं. 2(11)/2020-पीएल
भारत सरकार
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
नीति एवं विधि प्रभाग

तीसरा तल, जल विंग,
इंदिरा पर्यावरण भवन,
जोर बाग रोड, अलीगंज,
नई दिल्ली-110003

एसोसियेट (लीगल) की नियुक्ति करने के लिए आवेदन-पत्र आमंत्रित करने के लिए नोटिस

विषय: पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय में संविदा आधार पर एसोसियेट (लीगल) की नियुक्ति करने के लिए विज्ञापन।

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय के नीति एवं विधि प्रभाग में 40,000/- रु. से 60,000/- रु. तक की सीमा में समेकित मासिक पारिश्रमिक के भुगतान पर पच्चीस (25) एसोसियेट (लीगल) की नियुक्ति करने के लिए आवेदन पत्र आमंत्रित किए जाते हैं।

2. आवेदन प्रपत्र सहित विज्ञापन का संपूर्ण ब्यौरा मंत्रालय की वेबसाइट www.moef.gov.in से डाऊनलोड किया जा सकता है। पात्र अभ्यर्थी, विज्ञापन में दिए गए निर्धारित प्रपत्र में अपने आवेदन पत्र को सभी सहायक दस्तावेजों सहित निम्नलिखित पते पर भेज सकते हैं:

निदेशक,
नीति एवं विधि प्रभाग, तीसरा तल, जल विंग,
इंदिरा पर्यावरण भवन, जोर बाग रोड, अलीगंज,
नई दिल्ली-110003

सभी सहायक दस्तावेजों सहित विधिवत रूप से भरे गए आवेदन पत्र की सॉफ्ट प्रति, निर्धारित समय-सीमा के भीतर email id policyandlaw-mef@gov.in पर भी भेजी जाए।

3. सहायक दस्तावेजों सहित निर्धारित प्रपत्र में आवेदन पत्र प्राप्त करने की अंतिम तिथि **17 नवंबर, 2020** है।

No. 2(11)/2020-PL
Government of India
Ministry of Environment, Forest and Climate Change
(Policy and Law Division)

Level-III, Jal Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj, New Delhi

Dated the 28th September, 2020

Subject: Engagement of Associates (Legal) under Policy and Law Division in Ministry of Environment, Forest & Climate Change – regarding

Guidelines for engagement of Associates (Legal)

Following guidelines are to provide and regulate the manner and procedure for engagement of Associates (Legal) under the Policy and Law Division of the Ministry of Environment, Forest and Climate Change (MoEF&CC) to assist the various Divisions in the Ministry in handling all legal cases and matters related thereto.

2. The engagement of Associates (Legal) is of a temporary (non-official) nature and can be cancelled at any time by the Ministry, without assigning any reason. MoEF&CC shall have powers to terminate any or all the Associates (Legal) at any time without assigning any reason(s), with the approval of the competent authority. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

3. **Eligibility:** The qualifications, experience, and remuneration of Associates (Legal) are as under:

Name of the Post	Qualifications and Experience	Remuneration per month (INR)
Associate (Legal) - A	Essential: Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than one (1) year and upto two (2) years. Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of The Advocates Act, 1961. Desirable: (i) experience of handling cases related to environment, forests, biodiversity and wildlife etc.in a Government of India or State Government Department/ Board;	40,000.00 (Forty Thousand only)

	(ii) possessing a Diploma/ Certificate of specialization in related subjects/ fields from a recognized University/ Institution.	
Associate (Legal) - B	<p>Essential: Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than two (2) years and upto three (3) years.</p> <p>Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of The Advocates Act, 1961.</p> <p>Desirable: (i) experience of handling cases related to environment, forests, biodiversity and wildlife etc.in a Government of India or State Government Department/ Board; (ii) possessing a Diploma/ Certificate of specialization in related subjects/ fields from a recognized University/ Institution.</p>	50,000.00 (Fifty Thousand only)
Associate (Legal) - C	<p>Essential: Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than three (3) years.</p> <p>Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of The Advocates Act, 1961.</p> <p>Desirable: (i) experience of handling cases related to environment, forests, biodiversity and wildlife etc.in a Government of India or State Government Department/ Board; (ii) possessing a Diploma/ Certificate of specialization in related subjects/ fields from a recognized University/ Institution.</p>	60,000.00 (Sixty Thousand only)

Preference would be given to (i) candidates having scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.B exam and (ii) candidates having studied in full time LL.B Course.

4. **Period of engagement:**

The initial tenure of engagement for a person as Associate (Legal) would be upto a period of three years (1+1+1) subject to satisfactory performance and contribution of the professional in the Division concerned being highly useful. Continuation of the Associates (Legal) beyond three years will be considered based on assessment of performance and contribution to the Ministry, on case to case basis, with the approval of competent authority.

The maximum tenure of a person as Associate (Legal) would be up to five years and continuation of the Legal (Associate) beyond three years for up to additional two years will be considered on case to case basis, with the approval of competent authority.

As the posts are temporary in nature and purely contractual, in no case any request for promotion by an Associate (legal) shall be entertained.

5. Age Limit:

The maximum age limit for engagement of Associates (Legal) shall be 45 years.

6. Procedure:

- a. Policy and Law Division has laid down the Terms of Reference for engagement of the Associates (Legal) as given in **Annexure-I**.
- b. Policy and Law Division will issue an advertisement (**Annexure II**) for inviting applications in the prescribed format (**Annexure III**) for engagement of Associates (Legal) and upload it on the MoEF&CC's website and also get it published in two widely circulated national dailies (in English and Hindi) and in Employment News/ Rozgar Samachar.
- c. All applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Policy and Law Division as per requirement and in the light of these guidelines. Thereafter, the Policy and Law Division would submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy.
- d. The CEC would be serviced by the Policy and Law Division. The composition of the CEC shall be as under:
 - i. Joint Secretary / Divisional Head (PL Division) - Chairperson
 - ii. Director / Deputy Secretary (Administration) - Member
 - iii. Director / Deputy Secretary (PL Division) - Member
 - iv. Director (Law) / Senior Consultant (Legal) - Member
 - v. Under Secretary (PL Division) - Member Secretary
- e. After receiving the recommendations of the CEC, the Policy and Law Division shall prepare a check list (**Annexure IV**) and obtain the approval of Secretary, MoEF&CC for engaging Associates (Legal). All the documents containing CEC recommendations, supporting documents, offer of engagement and joining report of the individuals shall be sent to the Administration (P.II Section) under the signature of Divisional Head of Policy and Law Division.

7. Allowances:

The Associates (Legal) shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone facility, Residential accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

8. Leave:

Associates (Legal) shall be eligible for 8 days leave in a single year of engagement. The leave shall accrue on completed month basis calculated from the

date of joining on pro-rata basis.

Un-availed leave in a tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against 8 leaves.

9. Annual Increment:

The quantum of annual increment to Associates (Legal) shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by Divisional Heads on case to case basis.

10. Admissibility of TA/ DA:

No TA/ DA shall be admissible for attending interview/ joining the assignment or on its completion. Under exceptional circumstances, Associates (Legal) will be allowed domestic travel at Government expenses, with the approval of Secretary, MoEF&CC, in public interest. Associates (Legal) shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling Allowance may be allowed uniformly to all Associates (Legal) as under:

Associates (Legal) – A, B and C:

(a) **For outstation travel:** Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill/ stationery charges up to Rs. 500 per day and hotel charges Rs. 2,000 per day on production of proper receipt, subject to the actual expenditure.

(b) **For travel within Headquarter/ NCR:** Travel charges through taxi on actual basis for travel within the Headquarter/ NCR, and stationery charges/ food bill up to Rs. 200 per day, subject to the actual expenditure.

11. Attendance and working days:

The working hours of the Associates (Legal) shall be same as regular Government employees working in MoEF&CC. 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 Divisional Head of the concerned Division.

The attendance shall be marked in the Biometric system by all the Associates (Legal), unless instructed by the Administration Division to mark attendance manually, under exceptional circumstances.

12. Notice Period:

In the event, if the Ministry decides to terminate the services of an Associate (Legal) or the Associate (Legal) is willing to get relieved from his/ her services in the Ministry, the Ministry/ Associate (Legal) shall provide at least thirty (30) days prior written notice of the termination/ resignation date to the Associate (Legal)/ Ministry,

as the case may be. During the notice period, the Associate (Legal) shall continue to provide all services in full and in a proper manner and shall cooperate with the Ministry and put his/ her best efforts to safeguard the interests of the Ministry.

13. Conflict of Interest:

Every Associate (Legal) shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case, the services of an Associate (Legal) are found to be in conflict with the interests of the Government or unsatisfactory, his/ her engagement will be liable for immediate discontinuation without assigning any reason.

During the period of engagement with the MoEF&CC, each Associate (Legal) would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/ her during the period of his/ her engagement to anyone who is not authorized to know the same.

Selected candidates shall provide certificates of integrity issued by two references known to them.

A self-undertaking shall be provided by the candidate to the effect that he/ she has no criminal record or criminal case in any Court, pending against him/ her.

14. This issues with the financial concurrence of Integrated Finance Division vide Diary No. 135899 dated 05.06.2020 and administrative approval of Competent Authority vide Diary No. 135899 dated 26.09.2020.



(Ramesh Kumar)

Under Secretary (Policy & Law)

Tel. No. 24695235

1. PS to Minister for Environment, Forest and Climate Change;
2. PS to Minister of State for Environment, Forest and Climate Change;
3. PPS to Secretary, Ministry of Environment, Forest and Climate Change;
4. PPS to Director General of Forest & Special Secretary;
5. PPS to AS(RSP)/ PPS to AS(RA)/ PPS to AS(UD)/ PPS to AS & FA/ PPS to ADG(WL)/ PPS to ADG(FC)/ PPS to ADG(NTCA)/ PPS to Senior Economic Advisor;
6. All Divisional Heads, MoEF&CC;
7. DDO, Cash Section;
8. Pay & Accounts Officer, MoEF&CC; and
9. US(IT) - for uploading on e-office portal.

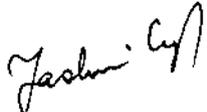
Annexure I**Terms of Reference for engagement of Associates (Legal) under Policy and Law Division****Statement of Objectives:**

To assist the Divisions concerned in handling and monitoring all legal issues and judicial cases and preparation of material for briefing(s) of the Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld. Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.

Outline of the tasks to be carried out:

- i. Assisting the Ministry on all matters wherever legal issues are involved.
- ii. Assisting the Ministry in handling issues related to law to ensure effective implementation of the related Laws and Framework.
- iii. Assisting in formulation of Legislation, Review and Amendments of the Acts, Rules and Notifications.
- iv. Assisting the Ministry in court cases pending before the Supreme Court of India, various High Courts, National Green Tribunal (NGT) and its Benches and other Courts and Judicial Forums.
- v. Drafting and filing of affidavits, applications, appeals, special leave petitions, transfer petitions, para-wise replies, etc. for submission in various Courts/ Tribunals.
- vi. Attending/ appearing in Court proceedings on dates of hearing in Supreme Court of India, High Courts, NGT and its Benches and other Courts and Judicial Forums, as and when required.
- vii. Pro-actively monitoring all legal issues and judicial cases and assist in briefing the Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld. Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.
- viii. Assisting the Government Counsels during the hearing before the Supreme Court of India, various High Courts, NGT and its Benches and other Courts and Judicial forums.
- ix. Maintaining status report of all ongoing Court cases and tracking the dates of next hearing etc. to suitably alert the officers concerned and to ensure timely and effective action.
- x. To follow up all cases, case files and tracking court hearings.
- xi. Coordination with the officials of State Governments as well as with the officers from the other Ministries / Departments on legal matters.

- xii.Coordination with the Regional Offices of MoEF&CC / Autonomous Bodies/ Subordinate offices etc.
- xiii.Liaison with all the Central Govt. Legal Counsels and empanelled Counsels of MoEF&CC for NGT, to keep abreast of ongoing Court Cases.
- xiv.Streamlining of all court cases and developing a more efficient legal monitoring system.
- xv.Updation of information/ data in the LIMBS software of Ministry of Law & Justice or any other database developed in the Ministry.
- xvi.Conducting research on prevailing laws / queries relating to laws.
- xvii.Assisting in answering RTI applications and Parliament Questions where legal issues are involved.
- xviii.Undertaking any other task and responsibility as assigned by the competent authority.


(Signature of Head of Division)

Annexure II

**No. 2(11)/2020-PL
Government of India
Ministry of Environment, Forest and Climate Change
Policy and Law Division**

Subject: Advertisement for the engagement of Associates (Legal) on contractual basis in M/o Environment, Forest and Climate Change.

Applications are invited for engagement of Associates (Legal) in Policy and Law Division of the Ministry of Environment, Forest and Climate Change on payment of a consolidated monthly remuneration. Full details of the vacancy circular are available on Ministry of Environment, Forest and Climate Change website www.moef.nic.in under the link Circular.

The last date of receipt of applications is 21 days from the date of publication of this advertisement.

Annexure III

Application format for engagement of Associates (Legal) in the Ministry of Environment, Forest and Climate Change

1. Name:
2. Father's/ Mother's/ Husband's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephone/ Mobile No. and e-mail address):
7. Permanent Address:
8. Educational Qualification:

S.No.	Course	Subject	University/ Institute	Year of Passing	Percentage of marks/ CGPA

9. Work Experience:

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

10. Any other information:

(Signature)

Annexure IV

Check-list to be sent to Administration Division by the Policy and Law Division
of Ministry of Environment, Forest and Climate Change

S.No.	Action Points	Yes or No	Remarks (if, any)
1.	Whether an advertisement was placed on Ministry's website for inviting applications for appointment of Associates (Legal)?		
2.	Whether the vacancy was published in the Newspaper(s)?		
3.	Whether 21 days' time for applying against the vacancy was given after publication of the advertisement/ vacancy Circular in the Newspaper(s)?		
4.	Whether the shortlisted candidates fulfil the criteria regarding educational qualifications and experience?		
5.	Whether a panel including one reserve and one wait-listed person per vacancy has been recommended by the duly constituted Consultancy Evaluation Committee (CEC)?		
6.	Whether the remuneration recommended is as per the prescribed norms?		