



F.No. A. 37011/1/2017

Dated: 30.11.2023

भारत सरकार
कर्मचारी चयन आयोग
उत्तर पश्चिम क्षेत्र
कार्मिक, लोक शिकायत और पेंशन मंत्रालय,
केंद्रीय सदन, सेक्टर- 9ए,
चण्डीगढ़ - 160009

Government of India
Staff Selection Commission
(North West Region)
Ministry of Personnel, Public
Grievances & Pensions,
Kendriya Sadan, Sector 9-A,
Chandigarh - 160009.

Tele No. 0172- 2744366, 2749378. Fax No. 0172-2742144 E-mail: sscnwrqoi@gmail.com Website: www.sscnwr.org

Notice
Hiring Young Professional(s)

No. A. 37011/1/2017

Dated: 30.11.2023

Applications are invited from eligible candidates for engagement of **one young Professional (Legal Consultant)** purely on short term contract basis of one year at SSC NWR, Chandigarh. Emolument has been fixed as Rs. 60,000/-PM (Sixty thousand only). The details of qualification and experience and other terms of engagement are available in **Annexure-A**. Interested candidates may send their application by email to sscnwrqoi@gmail.com in the format as provided in **Annexure-B** so as to reach the Commission by **15th December, 2023**. Application sent by post shall not be accepted.

Regional Director
SSC (NWR), Chandigarh

**Engagement of Young Professional (Legal Consultant) on contract basis in Staff
Selection Commission, SSC (NWR) Chandigarh**

1. 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 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 etc.
- vi. To draft / scrutinize from legal point of view various documents like Notices, contract agreements etc.
- vii. Legal scrutiny/ assistance on issues 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. To undertake domestic tours to places falling within the jurisdiction of Southern Region and also anywhere in India, to apprise the Counsel(s) and to attend hearing(s) as per the discretion of Regional Director.
- xi. Any other work assigned to him/her from time to time.

2. Period of Engagement

The initial term of engagement of Young Professional (Legal Consultant) will be for a period of one year. He/she shall have to work as per the working hours of the Commission. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays. The Young Professional is required to mark his/her attendance in biometric system.

3. Selection Procedure :

Candidates meeting the conditions shall be empanelled on the basis of criteria like experience, qualification etc.

4. **Qualification, Age Limit and Remuneration:**

The Qualification, Age Limit, Experience and Remuneration are given in the table below:

Category	Qualification	Upper Age limit as on 01/09/2023	Experience	Remuneration(Rs.)
Young Professional (Legal Consultant)	Bachelor's Degree in Law from a recognized University/ Institute and Proficiency in Computers (MS-Office)	32 Years	Minimum 3 years in the field of law	60,000/-per month (fixed)

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 candidate; drafting of contract agreements; Experience in handling CAT matters.

5. **Increment:**

No increments shall be allowed.

6. **TA / DA:**

No TA/ DA shall be admissible for joining the assignment or on its completion.

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

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

7. **Other Allowances :**

No other facilities such as DA, accommodation, residential phone/ conveyance / transport, foreign travel, personal staff medical reimbursement, CGHS etc. would be admissible to the Young Professional.

8. Attendance & Working days :

The working hours of the Professional shall be same as regular Government employees working in SSC. 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 competent authority. The attendance shall be marked in the Biometric system by the Young Professional.

9. Leave:

The Young Professional 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. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year. Further, the absence up to one month may be considered without remuneration.

10. General Terms and Conditions:

1. The engagement of Young Professional would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.
2. The Young Professional on having accepted the offer shall enter into contract with SSC. 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 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 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 the SSC, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professional is of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.
7. The Annual Performance Report of the Young Professional would be undertaken through an Annual Performance Report (APR).
8. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional have developed for Staff Selection Commission 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 Young Professional shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professionals in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.
10. The Young Professional 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 Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

11. The Young Professional appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Commission.

Any violation in the above matter will be dealt as per prevailing Government norms.

11. Confidentiality and Secrecy:

Selected candidate shall provide integrity certificates from 2 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 is pending against them.

12. Termination of Services and requirement of notice :

- In case, a Young Professional wishes to resign from his / her position, he/ she shall furnish at least one month's notice period or salary in lieu thereof. Competent Authority may waive off the condition for notice period / salary in lieu thereof, in deserving cases.
- SSC shall have powers to terminate the Professional at any time without assigning any reason, 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.

13. Others :

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 the Staff Selection Commission will issue TDS Certificate/s.

Police Verification of the Young Professionals shall be done as per the latest instructions issued by MHA. In case **adverse** police Verification is received, the contract of individual shall cease to exist with immediate effect without any notice. The contract will remain provisional till Police Verification is received.

Regional Director
SSC (NWR),
Chandigarh

Application Format

Application for: Young Professional (Legal Consultant) in Staff Selection Commission (North Western Region) [SSC(NWR)], Chandigarh.

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

Sl.No.	Particulars	Details
1.	Name of the Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Domicile (State)	
5.	Nationality	
6.	Aadhaar No.	
7.	Contact No.	
8.	Email ID	
9.	Present Address	
10.	Permanent Address	

Educational Qualifications: (Secondary School Examination Onwards) (Please attach self attested photographs of the certificates)

Sl. No.	Course	Subjects	School/College/University/ Institute	Year of Passing	Percentage (%) 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: (Please attach self attested photocopies of the certificates)

[Please tick(√) the relevant column]

Computer Field	Excellent	Good	Average	Non Conversant
MS Word				
MS Excel				
MS Access				
MS PowerPoint				
Others (Please Specify)				

Experience: Details of experience along with self attested photocopies of certificates/supporting documents may be furnished.

Write up: Please attach a write up of around 250 words **duly signed by you**; listing areas of proficiency, special skills/forte and why you consider yourself suitable for engagement as Young Professional (Legal Consultant) in SSC (NWR), Chandigarh.

Place:

Date:

(Signature)

UNDERTAKING

The information given above is true to the best of my knowledge and belief.

Place:

Date:

(Signature)