

	<p style="text-align: center;"><b>रक्षा लेखा महानियंत्रक कार्यालय</b>  <b>उलान बटार रोड, पालम, दिल्ली छावनी-110010</b>  <b>CONTROLLER GENERAL OF DEFENCE ACCOUNTS</b>  Ulan Batar Road, Palam, Delhi Cantt.- 110010  Phone: 011-25665753, 011-25665541 Fax: 25674806/225674821  email: <a href="mailto:legalcgda.dad@hub.nic.in">legalcgda.dad@hub.nic.in</a></p>	<p style="text-align: center;"><b>विकसित भारत</b>  <b>अभियान</b>  1947 TO 2047</p>
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No. AN/Legal/3024/Legal Consultant

Dated 10/09/2025

### CIRCULAR

**Subject: Hiring of 01(One) Legal Consultant on part time basis in the O/o CGDA Delhi Cantt.**

Office of the CGDA invites applications in the prescribed proforma from the eligible candidates for Hiring of (01) Legal Consultant as part time Consultant purely on contractual basis.

2. The Engagement shall be initially for a period of one year, from the date of joining or till further orders, whichever is earlier. It may be extended thereafter on yearly basis maximum upto three years subject to satisfactory performance adjudged by the Competent Authority.
3. The job location shall be CONTROLLER GENERAL OF DEFENCE ACCOUNTS, Ulan Batar Road, Palam, Delhi Cantt.- 110010.
4. The terms and conditions for Hiring of such Consultant viz. Remuneration, Eligibility, Nature of duties, Mode of Selection etc. attached at **Annexure-I**.
5. The CGDA reserves the right to accept or reject in part or in full or all responses without assigning any reasons whatsoever.
6. The interested candidates may send their application in the prescribed proforma as enclosed herewith at Annexure-II on the following address:  

Sr.ACGDA(Admin)  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
Ulan Batar Road, Palam, Delhi Cantt.- 110010.
7. The same may also be sent through e-Mail ID at [legalcgda.dad@hub.nic.in](mailto:legalcgda.dad@hub.nic.in) followed by hard copy within the stipulated time.
8. The last date for receipt of applications (filled in all respect), in the prescribed format, is 1st October 2025. Applications received after due date/time and without supporting documents will not be considered.

Copy to:-

The OI/C  
IT &S Wing (local)

With a request to upload the same on CGDA website.

24/9/25  
Sr.ACGDA(Admin)

24/9/25  
Sr.ACGDA(Admin)

Annexure - 1

## Terms & Conditions for hiring of Part time Legal Consultant in CGDA, Delhi Cantt.:-

**a. Eligibility Conditions:**

- i. Bachelor Degree in Law from any recognized University with minimum 50% marks..
- ii. Practicing Lawyers Registered with Bar Council of Delhi/ New Delhi
- iii. Must have excellent written and oral communication and interpersonal skills.
- iv. Having Experience (at least 3 years) of handling court cases (especially service matters) in various Courts, Tribunals, Commissions or any other similar forums on behalf of Govt of India Offices/ Autonomous Bodies administered by Govt. of India.

**b. Age limit:**

Minimum 35 years on the closing date of the Advertisement/Notice.

**c. Charter of Duties :**

- i. To examine/scrutinize draft written statements/counter affidavits/parawise comments etc., prepared by sections of HQrs office/various sub offices/Govt. Counsels etc., in respect of CAT/AFT/Court cases before vetting by LA (Def)/Ministry.
- ii. To advise in the matters of implementation of judgments/court orders delivered by Hon'ble CATs/AFTs/Courts with due promptness to avoid Contempt Petition (s) in the best interest of the State. Also advice interpretation of important court orders, application of rules and regulations in intricate cases related to service matters.
- iii. To examine and offer advice in regard to petitions/Speaking orders/applications/ representations of the officers and staff on service matters.
- iv. Vetting of contracts to be concluded by the Office.
- v. Any other item of work requiring legal advice/assistance sought by Department.

**d. Timing:**

The Part-Time Consultants are required to put-in a minimum of four (04) hours, twice a week (say every Tuesday & Friday OR Monday & Thursday -days negotiable). Minimum of eight (08) visits a month.

**e. Remuneration:**

- i. The Consultant will be paid a consolidated remuneration amount of Rs.50,000/- (Rupees Fifty Thousand only), subject to deduction of TDS as applicable, per month. The fee will be paid in arrears on monthly basis after submissions of a pre-receipted bill.



- ii. Except the monthly fixed remuneration, the consultant is not entitled to any other allowances like TA/DA, House Rent, Medical Reimbursement, Residential Telephone etc.
- iii. The consultant has to attend office on a minimum of eight (08) working days in a month, 4 hours twice in a week to become eligible for payment of full remuneration. The amount of remuneration will be reduced pro-rata, if the number of appearances in a month is less than the specified time.

**f. Mode of Selection:-**

Application received in response to advertisement will be scrutinized and shortlisted. The applicants will be called for Skill Assessment, a personal interaction and documents verification with original documents. Based on the qualification, experience & outcome of personal interaction, skill assessment, the candidate will be selected. The applicants meeting the requirement are requested to apply as per the proforma given in Annexure-II. No communication from the unsuccessful candidates will be entertained for their not being considered, shortlisted or not found suitable for final selection in the Department.

**g. Powers:-**

The Consultant shall not exercise any statutory, legal or financial powers.

**h. Confidentiality of data and documents:-**

- i. The Consultant shall not utilize, publish or disclose any data or information or proceedings or part thereof gathered during the course of engagement, in any form, save with the express written permission of the Department. The provisions of the official Secrets Act, 1923 as applicable to Government Servant shall apply to the Consultant so far as official communications and matters related thereof and consequential to the same are concerned.
- ii. Posting information on Social Media platforms pertaining to official engagement: The candidate selected for the job of consultant shall have to take abundant care not to misuse his official designation or post any information relating to his work responsibilities or any official information on the Social Media Platforms save with the express and written permission of the Department.

**i. Proper handing over of official record/filed equipment on expiry of consultancy:**

At the time of termination of consultancy, all official records/documents/files and official equipment like Desktop/Laptop/Reference Books etc. will be returned to the office by the Consultant.

**j. Termination of Engagement:**

The Engagement of Consultant would be of a temporary nature against the task assigned and can be terminated at any time without assigning any reason or notice.

The O/o. the CGDA, Delhi Cantt may terminate the contract if :

- i. The Consultant is unable to handle and perform the assigned work well in time;
- ii. The quality of work is not to the satisfaction of Office.
- iii. The Consultant is found lacking honesty and integrity.
- iv. Breach of of any Clause of this order, as mentioned above and
- v. The Office reserves the right to terminate the contract at any time without notice.
- vi. If the Consultant wants to disengage himself, he/she may do so by giving thirty (30) days' notice in advance.

**k. General Terms & Conditions**

- i. The consultancy is based in Delhi Cantt. in the Office of CGDA, Ulan Batar Road, Palam, Delhi Cantt-110010.
- ii. The period of engagement will be for a period of One Year which may be extended, subject to satisfaction of both the parties.
- iii. The consultant will not appear before any Court/Tribunal/Commission etc. on behalf of any Employee of this Department where a legal suit is filed against the Department/Union of India.

**l. How to apply:-**

Candidates willing to apply for the post of Part time Legal Consultant through on the above terms and conditions may submit application as per the format provided at Annexure-II through e-Mail: [legalcgda.dad@hub.nic.in](mailto:legalcgda.dad@hub.nic.in) or through post to the Sr. ACGDA (AN), O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010 by 1<sup>st</sup> October 2025.

**ANNEXURE-II****APPLICATION FORMAT FOR HIRING OF PART TIME LEGAL CONSULTANT  
IN O/o CGDA DELHI CANTT**

1	Name (In Block Letters)		PHOTO		
2	Father's Name				
3	Date of Birth				
4	Nationality				
5	Mailing Address (With Telephone /Mobile No. and E-mail ID				
	Mobile Number				
	E-mail ID				
6	Bar Council Registration No.				
7	Permanent address				
8	Educational Qualifications. (Attached self-attested copies of certificate)				
Sl. No.	Qualification	Name of the University Institution	Year of Passing	Division/ Percentage of Marks Obtained	
9	Details of Experience (Add a separate sheet, if required)				
	Min/Dept/Org	Period		Remuneration	Nature of work
		From	To		



10	Explain in 100 words how your previous experience would help to accomplish the current assignment		
11	Reference	1	
		2	

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I am clear from Vigilance angle. I have read this document and ready to accept the terms and conditions for engagement of consultant. I also understand that action against me will be taken be the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of the applicant

Place:-

Date:-