

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.
Dated: 25.11.2013

No. 181/1/2013

CIRCULAR

Sub: *Engagement of Two Consultants for Judicial Wing of Election Commission of India on contract basis-reg.*

Election Commission of India, (hereinafter referred as Commission), proposes to have 02 (two) consultants to work in the Judicial wing of the Commission on contract basis, initially for a period of one year, which may be extended or curtailed by the Commission.

Job description:

- (i) They have to provide legal advice to the Commission on various matters through senior officers.
- (ii) They are responsible for identifying and analysing legal issues; negotiating and drafting key documents; writing, reviewing, and editing reports, opinions, correspondence, articles, and other documents, presenting clear recommendations on legal matters to senior officers.
- (iii) To assist in drafting of replies to various judicial cases and other matters related to Judicial wing of the Commission.
- (iv) They will assist Senior officers of the Commission in liaising with the Commission's Counsels in different courts, and any outside counsel hired to assist the Commission.
- (v) Any other work assigned by the Commission.

Qualifications and Experience:-

Persons having following qualification and experience are eligible for engagement for the post:-

- (i) Degree in Law of a recognised University or equivalent; and
- (ii) Should have 7 years experience as an Officer of the State Judicial Service;
OR
Should have 7 years experience in the legal department of a State;
OR
Should be a Central Government officer who has had 7 years experience in Legal Affairs;
OR
Should have 7 years experience of dealing with legal affairs.

In addition the persons must:

- (i) Be a citizen and a resident of India.
- (ii) Be of outstanding character and integrity.
- (iii) Be free of all conflicts of interest and committed to protecting the integrity of the Commission.

4. Remuneration & Terms and Conditions:-

- (i) Selected persons will be paid a consolidated sum of Rs.50,000/- (Rupees Fifty Thousand Only) per month. No other allowances [TA, DA etc.] of any kind shall be admissible on the offered amount.

- (ii) The amount offered will be subject to statutory deductions such as Income Tax, TDS, Service Tax, Cess etc. whichever applies.
- (iii) They will be available to the Commission and shall attend the Commission's Office on normal working days.
- (iv) Office space, office stationary and office equipment would be provided by the Commission.
- (v) Office assistance will be provided, on a need basis, with the approval of the Commission.
- (vi) No office facilities at home/residence would be provided.
- (vii) No transportation facility or transport allowance for commuting from home/residence to office and back will be provided.
- (viii) The assignment unless terminated earlier will be for a period of one year.
- (ix) The engagement can be terminated by either side on a prior notice of one month. In case the Commission desires to terminate immediately the engagement, it may do so by paying a lump-sum amount of one month's remuneration.
- (x) The Commission reserves the right to cancel the entire process at any point of time without any notice. The decision of the Commission shall be final and binding on the candidates.
- (xi) The persons thus engaged will have to maintain absolute secrecy and integrity and no information/record/files/data etc of any kind perceivable by senses shall be copied/e-mailed/taken out of the Election Commission, without prior written approval of the Commission. In case of improper conduct by the persons selected, ECI may terminate his/her agreement; no compensation shall be payable in such case.

How to apply:-

Persons having requisite qualifications and to whom the aforementioned terms and conditions are acceptable, may submit their applications, alongwith all the required documents supporting their eligibility, to the undersigned latest by **24.12.2013**.

The Commission will prepare a short listed panel from the persons having applied for the post and call them for interview/personal talk. The selected persons will have to sign a contract agreement regulating their engagement.

(B. C. PATRA)
UNDER SECRETARY
Tel: 23052079

To

All Ministries/Departments of Govt. of India (As per list attached)