

File No. Admn- 17012/2/2021-JS(Admn)-CIC (C-1812)

केन्द्रीय सूचना आयोग

Central Information Commission

बाबागंगनाथमार्ग / **Baba Gangnath Marg**

मुनिरका / **Munirka, नईदिल्ली-110067/ New Delhi – 110067**

Date: 20.07.2026

ADVERTISEMENT

Subject: Preparation of Panel for Engagement of Legal Consultant in the Central Information Commission (CIC) on contract basis.

1. The Central Information Commission (CIC), constituted under the Right to Information Act, 2005, is entrusted with the adjudication of second appeals and complaints under the aforementioned Act. The Commission proposes to prepare a **panel to engage Legal Consultants** purely on contract basis. The engagement will be for a period of one year, which can be extended as per the satisfactory performance and requirement of the Commission.

2. In the above context, applications are invited from dynamic and self-motivated Indian nationals, possessing professional legal skills in drafting notes/ submissions with proficiency in English/ Hindi and fulfilling the following eligibility criteria:

a).Essential Qualifications:

- i. Bachelor's degree in Law from a recognized University/Institution with an aggregate of not less than 50% marks.
- ii. Qualified in the All India Bar Examination (AIBE).
- iii. Minimum **1 year of work experience** working in the Courts, or Judicial, or Quasi-Judicial Authorities.

b). Desirable Qualifications:

- i. An LL.M. or a Ph.D. degree in Law, with a research experience.
- ii. Working knowledge of MS Office, Excel and web-based AI tools.

b).1. Age Limit: Must not have attained the age of **35 years** as on the last date for receipt of applications as per the Advertisement/Notice.

2. Fees/Remuneration: The empaneled candidate will be paid a consolidated amount of fee/ remuneration of Rs. 60,000/- fixed per month as and when engaged. An increment of Rs 5000/- will be considered after one year of engagement, subject to satisfactory performance of the individual.

3 . Nature of Duties: The candidate so engaged as Legal Consultant is expected to discharge various functions, including the following:

- a. Preparation of case summary for the Information Commissioner;
- b. Drafting of case briefs;
- c. Identification of legal issues for adjudication;
- d. Legal appreciation of other laws/ Acts that have bearing on the case;
- e. Legal research for precedents of Hon'ble Supreme Court, High Courts and orders of various Commissions;
- f. Preparing counters for writ petitions, as necessary;
- g. Legal work as may be assigned by the Commission from time to time.

4. Terms & Conditions:

- a. The legal consultant on having accepted the offer of engagement shall be deemed to have entered into a contract with the Central Information Commission as per the terms and conditions of engagement mentioned in the offer of engagement.
- b. Any breach of the Contract by the legal consultant shall be considered a sufficient ground for the termination of the engagement made under the Contract and may result in debarring such legal consultant from future engagement and making him/her also liable for an action as deemed fit by the Commission.
- c. The engagement may be terminated at any time by the Commission by giving a notice of fifteen days. Similarly, if a candidate wants to resign, he/she has to give fifteen days' notice in advance.

5. Undertaking: The candidates on engagement would be required to abide by detailed terms and conditions of engagement given in the Annexure-II and conditions mentioned in Para 4 above.

6. Method of Empanelment: (i) The application of candidates will be screened based on the eligibility criteria, for shortlisting by a Screening Committee constituted for the purpose.

(ii) The shortlisted candidates will be interviewed by a Committee constituted for the purpose for empanelment of Legal Consultants. The Commission's decision in this regard will be final and binding, and no correspondence in this regard will be entertained. Intimation regarding empanelment will be communicated only to the candidates found suitable for empanelment. Panel of such candidates would be utilized for engagement as per the requirements of the Commission, from time to time.

7. Interested candidates may submit their application in the enclosed format as per Annexure-I along with self-attested photocopies of the requisite certificates in a sealed cover super- scribed “**Application for empanelment as Legal Consultants in CIC**” addressed to Deputy Secretary (Admn), Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067. The application should reach within 30 days from the date of publication of advertisement on the Commission's website. Applications which are not made in the format as per Annexure-I, incomplete or are not received in time will be summarily rejected.

Encls: Annexure-I & II

(Sonia Maheshwari)
Deputy Secretary (Admn.)

ANNEXURE-I**PROFORMA**

Application for selection in the panel of Legal Consultant on contract basis
in the Central Information Commission

1	Name in Full (in block letters)		Recent, self-attested, passport size photograph	
2	Date of Birth			
3	Father's Name			
4	Permanent address			
5	Current Residential Address and Official Address, if any:			
Educational Qualifications: (From matriculation to LLB/LLM/Ph.D.)				
6	S.N.	Exam Passed	Name of Board/College/University	Percentage (%) marks obtained
	1	X		
	2	XII		
	3	Graduation		
	4	Post Graduation		
	5	Any Other		
7	Telephone /Mobile Number			
8	E-mail Address			
9	Whether qualified in the All India Bar Examination (AIBE)		Yes/ No (If Yes, please attach a copy of the certificate)	
10	Details of work experience in courts, judicial or quasi-judicial authorities (Please attach a copy of the relevant certificate).			
	Name of the Organization/Authority	Name of the post held	Duration	Nature of Duties
11	Working knowledge of MS Office, Excel and web-based AI tools.			Yes/No

Place:**Date:****Signature**

Note: A resume about educational qualifications, experience(s) and any other relevant information as well as co-curricular activities along with self-attested photocopies of all the supporting certificates/documents thereof be attached with the proforma.

Annexure-II**TERMS AND CONDITIONS OF ENGAGEMENT**

1. The engagement of Legal Consultant would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with the CIC.
2. The Legal Consultant shall not indulge in any activity detrimental to the Commission.
3. The Legal Consultant shall be required to maintain discipline and absolute integrity.
4. The engagement of Legal Consultant is of a temporary (non-official) nature and the engagement can be cancelled at any time in case of gross misconduct and violation/ non-adherence of terms & conditions.
5. The assignment is based at New Delhi. The Legal Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
6. The Legal Consultant shall be eligible for 10 days leave in a calendar year on pro-rata basis. Therefore, a Legal Consultant shall not be entitled to any remuneration in case of his/her absence beyond 10 days in a year (calculated on a pro-rata basis). Also, un-availed leave(s) in a calendar year cannot be carried forward to next calendar year.
7. The CIC would be at liberty to terminate the services in case of unauthorized absence of Legal Consultant for more than 15 days beyond the entitled leave in a calendar year without assigning any reason.
8. No TA/DA shall be admissible for joining the assignment or on its completion.
9. The Legal Consultant may be called to perform duties on Saturday, Sunday and other gazetted holidays, if required.
10. If any declaration given or information furnished by the candidate is found to be false at any stage or if the candidate is found to have willfully suppressed any material information, he / she will be liable for termination in addition to any administrative and/or legal action as Commission may deem fit.
11. The Legal Consultant will be required to sign an undertaking regarding confidentiality, non-compete and conflict of interest.
