

Central Information Commission
2nd Floor, B –Wing, August Kranti Bhawan
Bhikaji Cama Place, R.K. Puram
New Delhi-110066

No.5/1/2012/Admn.-CIC

Dated : 22nd January, 2016

OFFICE ORDER

A circular was issued by the Central Information Commission on its website on 18th November, 2015 inviting applications for engagement of young law graduates to work as Legal Consultants. The applications received in this regard were scrutinized and the applicants were shortlisted on the basis of their marks and experience.

2. A Selection Committee interviewed the shortlisted applicants and on the basis of their performance in the interview, the following applicant has been selected for engagement as Legal Consultants in Central Information Commission on contract basis for a term of one year which may be extended further for a maximum period of two years (total three years) at the discretion of Competent Authority in the Central Information Commission subject to satisfactory performance of such person:

S. No.	Name
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(i)	Ms. Richa Srivastava
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3. 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 CIC.
4. The consultant shall not indulge in or disclose to any person, any details of office, operational process, technical know-how and administrative/organizational matters which is of confidential/secret nature.
5. The Consultant shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the CCS (Conduct) Rules, 1964.
6. The appointment of Consultant is of a temporary (non official) nature and the appointment can be cancelled at any time without assigning any reason.
7. The post is based in New Delhi. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc

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8. Consultant shall be eligible for 10 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 10 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
9. CIC would be free to terminate the services in case of absence of a consultant by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
10. No TA/DA shall be admissible for joining the assignment or on its completion.
11. CIC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles.
12. The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
13. The consultant may be called on Saturday, Sunday and other gazette holidays, if required, for which he shall not be paid any remuneration/honorarium. However, this will be adjusted against the absence period. He should claim the adjustment within two months of attending the office on Saturday, Sunday and other gazette holidays.
14. If any declaration given or information furnished by the candidate proves to be false 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 Government may deem fit.
15. Issue of Certificate:
 - (i) On successful completion of term of assignment, a Certificate will be issued by the Joint Secretary (Admn).
 - (ii) If the assignment is terminated before completion of original term due to pre-mature discharge by the Chief Information Commissioner/ Information Commissioner or due to voluntarily giving up assignment by person concerned, no such Certificate shall be given unless the Chief Information Commissioner/ Information Commissioner with whom he/she was attached directs otherwise.

16. The Legal Consultant will be paid a consolidated sum of Rs.35, 000/- (Rs. Thirty five thousand only) per month (Frèsh Graduate) and Rs. 40,000/- (Rs. Forty thousand only) per month for Legal Consultants having experience of more than one year in judicial or legal work in the Courts, Government or Regulatory Authority, Tribunals, Commissions or any similar forum. 10% annual increase will be given after satisfactory completion of one year. The codal formalities prescribed in GFRs, 2005 for the engagement of Consultants along with other Government instructions on such engagement shall apply.
17. The applicant who has not submitted original certificates at the time of interview are required to submit the certificates at the time of joining the Commission. The engagement would be provisional subject to submission of the original certificates.
18. The selected applicant may give their willingness to join the Commission as Legal Consultants on the terms and conditions mentioned above immediately within 7 days of receipt of this Office Order. No TA/DA will be paid for this purpose. Candidates who are interested can give their intimation to this office through E-Mail or Fax which are as follows: -

E-Mail: sp.beck@nic.in
Fax: 011 – 26180517
sushil.k62@nic.in
Ph. 26717354


(Sushil Kumar) 27/1/2016
Deputy Secretary (Admn.)
Tel No. : 011-26717354

Copy to :-

1. Person Concerned
2. PPS to CIC/Secretary
3. PPS to ICs for information of ICs
4. PS to AS, CIC
5. PS to JS(Admn)/JS(MR)/JS(P&B)/JS(Law)/Registrar
6. All Deputy Secretaries in CIC
7. The Pay & Accounts Officer, DOPT, CAT, C-1 Hutments, Dalhousie Road, New Delhi.
8. Smt. Tripti P. Ghosh, (IFA-CIC), Office of the Controller of Accounts, Ministry of PPG&P, 3rd floor, lok Nayak Bhawan, Khan Market, New Delhi-110003
9. Sh. M.M. Maurya , Under Secretary (IR) DOPT, North Block, New Delh
10. DDO/Cash Section/Financial Consultant/SO (GA)/RTI Cell/CR Section/Library
11. Personal file/Guard file
12. Mr. Rakesh Malik, Scientist (E), NIC to upload the office order on CIC website.