No. 11013/1/2010-Estt
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi
Dated: 22.05.2023

OFFICE MEMORANDUM

Subject: Recruitment to the post of Legal Assistant in the Ministry of Tribal Affairs

It has been decided to fill up one post of Legal Assistant (General Central Service, Group 'B', Non-Gazetted, Non- Ministerial) in this Ministry in the scale of 'Pay Level 7' as per 7th CPC by appointment of suitable officer under Central Government by transfer on deputation basis. Details of the post and eligibility conditions are given in **Annexure I**.

2. On appointment to the post, the pay of the officer will be regulated in accordance with the Ministry of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

3. It is requested that application of the eligible and willing officers, whose services could be spared immediately, on selection, may be forwarded, in triplicate, in the prescribed pro forma given in **Annexure II** along with complete and up to date Annual Confidential Reports, Vigilance Clearance and Integrity Certificate in respect of the applicants through proper channel to the Under Secretary (Admin), Ministry of Tribal Affairs, Room No. 400, B-wing, Shastri Bhawan, New Delhi- 110001 within 60 days from the date of issue of publication of this Circular in Employment News. In case, it is decided to send copies of the Confidential Reports, these may be attested by an Officer not below the rank of Under Secretary to the Govt. of India.

4. Applications received after the specified period and/or found incomplete in any manner will not be considered. Candidate once selected will not be allowed to withdraw his/her candidature subsequently under any circumstances. Advance copies of the application will not be entertained under any circumstances.

(Reema Sharma)
Under Secretary to the Govt. of India
Tele: 23389881

1. All Ministries/ All State Govt./Departments under the Govt. of India.
2. All attached/sub-ordinate Offices of all Ministries
3. All PSUs/ Recognized Research Institutions/TRIs/autonomous bodies
4. All Desks/Sections/Units of the Ministry of Tribal Affairs.
5. NIC, MoTA for uploading it on website of this Ministry.
6. NIC, DOPT for uploading on DOPT's website

Annexure-I

Details of the post & Eligibility conditions

1. **Name of the post**	**Legal Assistant**
2. **Scale of pay**	**Pay Level-7**
3. **Classification**	**General Central Service, Non- Gazetted, Non- Ministerial Group B.**
4. **Number of post**	**One**
5. **Eligibility Condition**	Officers under the Central Government or State Government or Union territory administrations or public sector undertakings or autonomous body or statutory body or recognized research institute: A(i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with five years regular service in post in level 6 (Rs.35400-112400) of the pay matrix as per seventh Central Pay Commission or equivalent; and (B) possessing the educational qualifications and experience prescribed as under: (i) educational qualifications: Bachelors Degree in Law from a recognized University or Institution (ii) experience: Two years experience in legal matters in Central Government or State Government or Union territory administrations or public sector undertakings or autonomous body or statutory body or recognized research institute. Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. Note 2: The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the last date of receipt of applications.

Annexure-II

(To be furnished in triplicate)

Application for the post of Accountant in the Ministry of Tribal Affairs

1. Name (in Block letters) :
2. Date of birth and age

   on the date of application:

3. Whether SC/ST/OBC, if so,

   mention the Caste/Tribe:

4. Educational qualification:
5. Date of Entry in Govt. Service:
6. Date of retirement on superannuation

   from Govt. Service:

7. Particulars of present post held:

a. Name of post (with scale of pay) :
b. Name of Office :
c. Date of appointment :
d. Whether cadre post or Ex-cadre post :
e. Status (whether temporary/permanent/ad hoc) :

8. Services particulars in chronological order (post-wise) for the last five (5) years.

S. No.	Post held and office	From	To	Scale of pay	Nature of appointment (substantive/Officiating/Ad-hoc)	Nature of Duties performed
1.	2.	3.	4.	5.	6.	7.

9. Date of return from the last

Ex-cadre post, if any, held:

10. Present address with Tele No. : Office:

Residence:

11. Any other details not covered by the above :

Date:

Place:

Signature of the applicant
(Name in Capital Letters)

Certificate to be furnished by the Department concerned

The Particulars furnished above by the officials have been verified from his service records.

Signature of the forwarding authority (with Office Stamp)

JOB DESCRIPTION ATTACHED TO THE POST OF LEGAL ASSISTANT IN THE MINISTRY OF TRIBAL AFFAIRS.

1. Tender legal opinion on the issues coming before the Ministry. Prepare para-wise comments on all OAs, Writ Petitions, SLPs, PILs filed against the Ministry and forward to the concerned Standing Council after approval of the Competent Authority, for drafting counter affidavit.
2. Scrutinize the counter affidavit received from Counsel with reference to the para wise comments.
3. Perform such other work of legal nature, as may been trusted from time to time.
4. Maintain the list of pending court cases in the Ministry.
5. Monitor the pending court cases.
6. To assist and be present in the court at the time of hearing.
7. Further, the Legal Assistants should be in sound health (both physically and mentally), and should be of impeccable integrity.
8. The Legal Assistants shall also assist the Ministry in any policy decision/matters as and when required by the Ministry.
9. Assistant shall deal with the Court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the Competent Authority.
10. Any other work assigned by the superior authority