

No. A-12024/4/2020-ESTT.

Government of India

Ministry of Mines

GPOA-3, Netaji Nagar, New Delhi

Dated the 09th June, 2026

CIRCULAR

Ministry of Mines requires the services of Legal Associates on contract basis initially for a period of one year extendable on a yearly basis for up to 3 years, subject to appraisal of the performance and on need basis. Summary of Legal Associate's position, Terms of Reference and remuneration for the positions are as under:

S. No.	Name of Position	No. of Position	Consolidated remuneration (Rs. per month)	Terms of Reference
1.	Sr. Legal Associates	01	1,75,000/-	As per Annexure-1
2.	Legal Associates	01	1,50,000/-	As per Annexure-1

2. Applications from eligible candidates, in the prescribed format as per Annexure-II along with relevant documents, should reach the Under Secretary (Establishment), Ministry of Mines, Room No. 4419, GPOA-3, Netaji Nagar, New Delhi and also be emailed to rakesh.thapliyal83@nic.in and saurabh.kumar10@gov.in on or before **10.07.2026**.

3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. The Ministry of Mines reserves the right to reject any application without assigning any reason.


(Rakesh Thapliyal)

Under Secretary to the Govt. of India

Email: rakesh.thapliyal83@nic.in

Tel No.: 011-26773624

अवर सचिव / Under Secretary

आल मंत्रालय / Ministry of Mines

भारत सरकार / Govt. of India

नई दिल्ली / New Delhi

To,

1. All Ministries/Departments of Government of India.
2. Through CPP Portal: Copy forwarded along with soft copy for publishing the circular in the Ministry's website to NIC, Ministry of Mines.
3. E-Office Portal of the Ministry.
4. Department of Personnel and Training, (Under Secretary(Coord.)) Lok Nayak Bhawan, Khan Market, New Delhi with a request to publish this circular (along with ToR) on DoPT's website for wider circulation.

Terms of Reference for engaging Legal Associate

1.	Name of Post	Sr. Legal Associate & Legal Associate		
2.	Number of Post	Sr. Legal Associate	01	
		Legal Associate	01	
3.	Eligible Criteria	<p>i. The Candidate should possess Bachelor Degree or Master's Degree in Law from a recognized University and/or Institute in India duly recognized by the Bar Council of India.</p> <p>ii. He/she should be qualified to be registered as an advocate in the Bar Council of India in terms of Advocate's Act, 1961.</p> <p>iii. He/she should possess minimum post-qualification experience as prescribed in Table 1 below.</p> <p>iv. He/she must have an experience in Court of Law or expert in legal matters with sufficient experience working in government Department having handled Court matters.</p> <p>v. He/she having experience in dealing with matters related to Mining would be preferred.</p> <p>vi. He/she should have excellent written and oral communication and interpersonal skills. Knowledge of Computer applications such as MS Word, MS Excel, Power point etc. are essential.</p>		
4.	Age Limit	Not more than 45 years as on the closing date of the Advertisement / Notice.		
5.	Remuneration	(i) A monthly-consolidated remuneration will be paid to the Legal Associates as prescribed in the Table below as approved by the Competent Authority from time to time.		
		Post Qualification Experience in years	No. of posts	Consolidated Remuneration per month (in Rupees)
		Above 15 years' experience of working with Govt. Departments/PSUs and/or High Courts / Supreme Court of India.	Sr. legal Associate 01	Rs.1,75,000/-
		Above 10 years' experience of working with Govt. Departments/PSUs and/or High Courts / Supreme Court of India.	Legal Associate 01	Rs.1,50,000/-

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New Delhi

6.	Engagement	<p>i) The engagement of the Legal Associates will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Ministry/ Organization.</p> <p>ii) In case a person leaves before completion of six months, he/she will not get any experience certificate.</p> <p>iii) There shall be no change in the terms and conditions of the contract once it is finalized.</p> <p>iv) The contract would be initially for a period of one year and may be further extended on year to year basis for a maximum tenure of 03 years, subject to appraisal of the performance and on need basis.</p>
7.	Leave	<p>i. The Legal Associates shall be entitled to avail 8 days of leave in a calendar year. The reimbursement will be on pro-rata basis, therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.</p> <p>(ii)The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.</p>
8.	Confidentiality	<p>i. During the period of engagement with the Ministry, the Legal Associates would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/have the same.</p> <p>ii. The Legal Associates appointed by the Ministry shall in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of the Ministry.</p> <p>iii. The Legal Associates will maintain absolute confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the engagement.</p> <p>iv. Perform such other work of legal nature, as may be entrusted from time to time by the Competent Authority.</p> <p>v. Legal Associates shall not be authorized to make any representation before court of Law within 3 years of his/her removal/termination/completion of his/her tenure of engagement in Ministry of Mines in connection to matters pertaining to Ministry of Mines.</p>
9.	Conflict of Interest	<p>The Legal Associates shall be expected to follow the general rules and regulations laid down by the Government for the employees. The appointed Legal Associates will show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties. In case the services of the Legal Associates are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties is liable to be terminated/discontinued without assigning any reasons whatsoever.</p>
10.	Working Hours	<p>The Associate shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturdays, Sundays or any other holidays in case of urgency. In case of leave, short leave or any other work or exigency, the Legal Associates shall notify the Department promptly.</p> <p>The Associate may be called on Saturdays, Sundays and other gazetted holidays, if required. The Associate would, however, be eligible for Compensatory Leave.</p>
11.	Termination of Agreement	<p>The Ministry may terminate a contract to which these terms apply if:</p> <p>a. The Legal Associates is unable to address the assigned work.</p>

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श्री. राकेश त्रिपाठी / RAKESH TRIPATHI
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		<p>b. Quality of assigned work is not to the satisfaction of the Department.</p> <p>c. The Legal Associates is found lacking in honesty or integrity or violates the confidentiality clause.</p> <p>d. If the Legal Associates is absent from duty without due authorization.</p> <p>e. If the Competent Authority elects not to renew the contract of the Legal Associates at the end of the initial contract period.</p> <p>f. Any other reason as may be required.</p> <p>“Provided that the competent Authority reserves the right to terminate the contract without assigning any reason whatsoever with immediate effect without remuneration or notice period on the ground of proven misconduct”.</p>
12.	Requirement of Prior Notice	The Consultancy of the Legal Associates can be terminated by serving a notice period of 30 days or one-month salary in lieu thereof.
13.	Allowances	<p>a. The Legal Associates shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, Pension, gratuity etc.</p> <p>b. The Legal Associates 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.</p> <p>c. The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry of Mines will issue TDS Certificate (s).</p> <p>d. The Legal Associates will not be entitled for any separate monthly allowances including Conveyance Allowance, House Rent Allowance, TA etc. However, in case, he/she is required to travel outside Delhi (NCR) in the context of the work/assignment, the Ministry shall reimburse the actual cost of travel and Daily Allowance as per the Rules/regulation of the Central Government applicable to Group B Non-Gazetted officers.</p> <p>e. Legal Associate(s) shall be eligible for an increment of 05% in their remuneration in case of extension of tenure in the Ministry subject to the certification and recommendation of concerned Controlling Authority at the level of Joint Secretary.</p>
14.	Scope of Duties	<p>Legal Associates are expected to perform the following duties/functions:</p> <p>a. Tender legal support 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 Counsel after approval of the Competent Authority, for drafting counter affidavit.</p> <p>b. Scrutinise the counter affidavit received from Counsel with reference to the para wise comments,</p> <p>c. Perform such other work of legal nature, as may be trusted from time to time.</p> <p>d. Maintain the list of pending court cases in the Ministry.</p> <p>e. Monitor the pending court cases.</p> <p>f. To assist and be present in the court at the time of hearing.</p>

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		<p>g. Further, the Legal Associates should be in sound health (both physically and mentally), and should be of impeccable integrity.</p> <p>h. the Legal Associates shall assist the Ministry in any policy decision/matters as and when required by the Ministry.</p> <p>i. Associate 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.</p> <p>j. To perform any other duty as may be assigned from time to time.</p>
15.	Selection Procedure	<p>The engagement shall be purely on contractual basis. Applications in response to this advertisement shall be shortlisted on the basis of experience and qualification as mentioned above. The Legal Associates shall be selected from short listed candidates by the competent Authority. The decision of the Competent Authority on the basis of personal interview by a selection committee shall be final and binding. No TA /DA will be paid for attending the interview.</p> <p>The interested Candidates may submit an application along with copies of educational qualification and experience certificates as per the format enclosed.</p>
16.	Place of work	New Delhi



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 अवर सचिव / Under Secretary
 खान मंत्रालय / Ministry of Mines
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

APPLICATION FORM (Last date to apply- 10.07.2026)

1. Applying for the post (Legal Associates/Sr. Legal Assistant/Jr. Legal Assistant)
2. Name
3. Father's Name:
4. Husband's Name (wherever applicable):
5. Address: i) Correspondence
- iii. E-mail ID
- iv. Contact/Mob.....
- ii. Permanent
6. Date of Birth (in Christian era):
DD/MM/YY.....
7. Age on the closing date of advertisement:
8. DETAILS OF EDUCATIONAL QUALIFICATIONS (GRADUATION ONWARDS):

Affix latest passport size Photograph duly pasted and self-attested.
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EXAMINATION PASSED	UNIVERSITY/ INSTITUTION	SUBJECT/ DISCIPLINE	YEAR OF PASSING	PERCENTAGE OF MARKS
(1)	(2)	(3)	(4)	(5)

9. DETAILS OF OTHER QUALIFICATIONS, if any:

EXAMINATION PASSED	UNIVERSITY/ INSTITUTION	SUBJECT/ DISCIPLINE	YEAR OF PASSING	PERCENTAGE OF MARKS
(1)	(2)	(3)	(4)	(5)

10. DETAILS OF EXPERIENCES:

S. No.	Name of Organization/Dept.	Post held	Period of service	From	To