

No. A-12024/3/2024-ESTT.
Government of India / भारत सरकार
Ministry of Mines / खान मंत्रालय

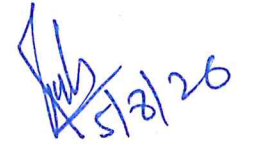
GPOA-3, Netaji Nagar, New Delhi-110023
Dated the 05th August, 2026

CIRCULAR

Ministry of Mines requires the services of Jr. Legal Assistant 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 Jr. Legal Assistant'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.	Jr. Legal Assistant	05	65,000/-	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 **25th Sept, 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

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.), Kartavya Bhawan-03, New Delhi with a request to publish this circular (along with ToR) on DoPT's website for wider circulation.

Annexure I

Terms of Reference for engaging Jr. Legal Assistant

1	Name of the Post	Jr. Legal Assistant
2	Number of Post	05
3.	Eligible Criteria & Qualification	i. The Candidate should possess the Bachelor's in Law from a recognized University and/or Institute in India duly recognized by the Bar Council of India. 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. iii. He/she should possess minimum post-qualification experience of 5-7 years' having worked with Govt. Departments/PSUs and/or High Courts / Supreme Court of India. 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. v. He/she having experience in dealing with matters related to Mining would be preferred. 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.
4.	Age Limit	Not more than 40 years as on the closing date of the Advertisement / Notice.
5.	Remuneration	A monthly-consolidated remuneration of Rs.65,000/-(fixed) will be paid.
6.	Engagement	i) The engagement will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Ministry/ Organization. ii) In case a person leaves before completion of six months, he/she will not get any experience certificate. iii) There shall be no change in the terms and conditions of the contract once it is finalized. 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.
7.	Leave	i. He/She shall be entitled to avail 8 days of leave in a calendar year, therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year. ii. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
8.	Confidentiality	i. During the period of engagement with the Ministry, He/She 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

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		his/her assignment to anyone who is not authorized to know/have the same. ii. He/She 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. iii. He/She 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. iv. Perform such other work of legal nature, as may be entrusted from time to time by the Competent Authority. v. He/She 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.
9.	Conflict of Interest	He/She shall be expected to follow the general rules and regulations laid down by the Government for the employees. He/she will show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties. In case the services 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.
10.	Working Hours	He/she 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, he/she shall notify the Department promptly. He/she may be called on Saturdays, Sundays and other gazetted holidays, if required. The Assistants would, however, be eligible for Compensatory Leave.
11.	Termination of Agreement	The Ministry reserves the right to terminate the contract of the Junior Legal Assistant with immediate effect, without prior notice, notice pay, or liability for any further remuneration, on any of the following grounds: a) Unsatisfactory or sub-standard performance, including failure to address assigned work, meet deadlines, or maintain the required quality standards to the satisfaction of the Department; b) Absence from duty without prior due authorization or sanctioned leave; c) Lacking in honesty or integrity, or committing a breach of the confidentiality undertaking; d) Proven misconduct, negligence, or breach of any terms set forth in this agreement.

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		e) The contract shall automatically expire at the end of the specified term unless extended in writing. The Competent Authority reserves the right, at its sole discretion, not to renew the contract upon the completion of the initial contract period. <i>"The evaluation of performance and the decision of the Competent Authority in respect of any matter under this sub-clause shall be final and binding."</i>
12.	Requirement of Prior Notice	The Consultancy can be terminated by serving a notice period of 30 days or one-month salary in lieu thereof.
13.	Allowances	a. He/she 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. b. He/she 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. 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). d. He/she 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. e. He/she shall be eligible for an increment of 5% in their remuneration in case of extension of tenure in the Ministry subject to the certification and recommendation of the concerned Controlling Authority at the level of Joint Secretary.
14.	Scope of Duties	He/she is expected to perform the following duties/functions: 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. b. Scrutinise the counter affidavit received from Counsel with reference to the para wise comments, c. Perform such other work of legal nature, as may be trusted from time to time. d. Maintain the list of pending court cases in the Ministry. e. Monitor the pending court cases. f. To assist and be present in the court at the time of hearing.

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		g. Further, He/she should be in sound health (both physically and mentally), and should be of impeccable integrity. h. He/she shall also assist the Ministry in any policy decision/matters as and when required by the Ministry. i. He/she 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. j. To perform any other duty as may be assigned from time to time.
15.	Selection Procedure	The engagement shall be purely contractual, with applications shortlisted based on the prescribed qualifications and experience, and selection made by the Competent Authority through interview by a Selection Committee, whose decision shall be final and binding; no TA/DA shall be admissible for attending the interview. The interested Candidates may submit an application along with copies of educational qualification and experience certificates as per the format enclosed as Annexure-II.
16.	Place of work	New Delhi.

APPLICATION FORM (Last date to apply- 25.09.2026)

1. Applying for the post (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.

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

9. DETAILS OF OTHER QUALIFICATIONS, if any:

EXAMINATION PASSED	UNIVERSITY/ INSTITUTE	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

(Please attach a copy of certificate self-attested & a brief of Work handled till date):

Please state whether in light of details provided by you above, you meet the requirement of the post:

DECLARATION

I hereby undertake that the information given above is true and correct. I agree to the terms and conditions for engagement as Legal Assistant in the Ministry of Mines

(Signature of candidate)

Place:

Date: