

सं.ए-12024/3/2023-स्था. (कम्प्यूटर सं.7287)

भारत सरकार

कर्मचारी चयन आयोग (मुख्यालय)

ब्लॉक सं.12, सीजीओ कॉम्प्लेक्स

लोधी रोड नई दिल्ली-110003

दिनांक : 08.08.2025

कर्मचारी चयन आयोग (मुख्यालय), नई दिल्ली में पूर्णतः अल्पावधि अनुबंध के आधार पर 01 (एक) युवा व्यावसायिक (विधि परामर्शदाता) की नियुक्ति के लिए पात्र विधि स्नातकों (Law Graduates) से आवेदन आमंत्रित किए जाते हैं। अर्हता (योग्यता) और अनुभव तथा नियुक्ति की अन्य शर्तों का विवरण आयोग की वेबसाइट अर्थात् <https://ssc.gov.in> पर उपलब्ध है। इच्छुक अभ्यर्थी अपना आवेदन कर्मचारी चयन आयोग की वेबसाइट पर उपलब्ध प्रारूप में भरकर पंजीकृत डाक या स्पीड पोस्ट के माध्यम से “अवर सचिव (प्रशा.-I), कर्मचारी चयन आयोग (मुख्यालय) कमरा सं. 712, ब्लॉक सं.12 सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003” को भेज दें, ताकि आवेदन इस विज्ञप्ति के अखबार में प्रकाशित होने के 14 दिनों के भीतर आयोग तक पहुंच जाए।

अवर सचिव (प्रशा.-I),
कर्मचारी चयन आयोग (मुख्यालय) नई दिल्ली.

[अभ्यर्थियों के लिए निर्देश और विचारार्थ विषय/नियुक्ति की शर्तों के लिए यहां क्लिक करें।](#)

[आवेदन प्रारूप के लिए यहां क्लिक करें।](#)

आवेदन प्रारूप

कर्मचारी चयन आयोग में युवा व्यावसायिक (विधि परामर्शदाता) की नियुक्ति के लिए आवेदन

1. नाम:
2. पिता का नाम :
3. जन्म तिथि :
4. राष्ट्रीयता :
5. आधार संख्या :
6. वर्तमान पता :
7. स्थायी पता :
8. मोबाइल नंबर :
9. ईमेल आईडी :
10. शैक्षिक अर्हता (माध्यमिक परीक्षा से आरंभ करें) :

हाल की
पासपोर्ट
आकार की
फोटो लगाएं

(प्रमाण पत्र /डिप्लोमा /डिग्री की स्व-प्रमाणित प्रति संलग्न करें):

क्रम सं.	पाठ्यक्रम	विषय	स्कूल/ कॉलेज / यूनिवर्सिटी/ संस्थान	उत्तीर्ण करने का वर्ष	प्राप्तांक प्रति शत में(%)	डिवीजन / श्रेणी

(ग्रेडिंग प्रणाली के मामले में, संबंधित संस्थान द्वारा विधिवत प्रमाणित रूपांतरण सूत्र के साथ समतुल्य प्रतिशत संलग्न किया जाना चाहिए।)

11. अनुभव (हां/ नहीं): प्रमाणित/ समर्थनकारी दस्तावेजों की स्व-प्रमाणित प्रतियां संलग्न करें, यदि उपलब्ध है।

घोषणा

मैं एतद्वारा घोषणा करता / करती हूँ कि इस आवेदन में मेरे द्वारा दिए गए सभी विवरण/ जानकारी इस आवेदन को प्रस्तुत करने की तिथि तक सत्य एवं पूर्ण हैं। मैंने प्रासंगिक विचारार्थ विषय (Terms of Reference) ध्यानपूर्वक पढ़ लिए हैं और मैं इसमें उल्लिखित सभी नियम व शर्तों को स्वीकार करने के लिए तैयार हूँ। मैं समझता / समझती हूँ और मानता/ मानती हूँ कि चयन / साक्षात्कार के पहले या बाद में किसी भी स्तर पर किसी भी जानकारी के झूठा या गलत/ अपूर्ण या अपात्र पाए जाने पर मेरी अभ्यर्थिता निरस्त कर दी जाएगी और मैं कर्मचारी चयन आयोग के निर्णय को स्वीकार करने के लिए बाध्य रहूंगा/ रहूंगी।

स्थान:

दिनांक:

आवेदक के हस्ताक्षर

Engagement of Young Professional (Legal Consultant) on contract basis at Staff Selection Commission (Headquarters)**Terms of Reference**

The engaged Young Professional (Legal Consultant) would be required to perform the following functions:

- i) To maintain and monitor data base on the cases decided by or pending with the CAT, High Courts and the Supreme Court/any other Court of Law/Tribunal.
- ii) To draft petitions, replies, rejoinders, affidavits and other pleadings/legal documents to be filed before various Courts.
- iii) To render all assistance to the Officers of SSC in service and recruitment matters.
- iv) To obtain opinion from Law Ministry on legal matters.
- v) To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.
- vi) To draft/scrutinize from legal point of view various Notices/contract agreements.
- vii) Any other work assigned to them.

Period of Engagement: The initial term of engagement of Young Professional (Legal Consultant) will be for a period of one year on case to case basis.

Educational Qualification: In general, following qualifications are required; however any specific Educational Qualifications may be prescribed as per actual requirement of the verticals.

Essential – Graduate Degree in Law from National Law School of India University (NLSIU) and other Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.

Experience, Age and Remuneration:

Name of the Position	Experience in Years (Essential)	Upper Age (limit)	Remuneration (Rs.)
Young Professional (Legal Consultant)	2 Years	32 years	60,000/- per month

Desirable/Experience: One year experience in drafting of legal documents & scrutiny and in recruitment matters especially related to preparation of Notice of Examination, conduct of Examination, Evaluation of Answer Books, results of recruitment, medical examination cases of candidates, drafting of contract agreements. Experience in handling CAT matters.

In case the contract is extended by another year based on a satisfactory performance review, the remuneration of Young Professional (Legal Consultant) may be increased upto 5% of the remuneration.

Notwithstanding anything mentioned above, in no case the remuneration of any Young Professional shall exceed 1.25 times of the initial remuneration. Hiring criteria

may be further defined for specific positions depending on the specific requirements and circumstances.

General Terms and Conditions:

1. The engagement of Young Professionals (Legal Consultant) would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.
2. The Young Professionals (Legal Consultant) on having accepted the offer shall enter into contract with SSC. The norms for secrecy will be as per the Official Secrets Act, 19 of 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. The Young Professionals (Legal Consultant) shall not indulged in or disclose to any person, any details of office, operational process, technical know-how, administrative/organizational matters which are of confidential/secret nature.
4. The Young Professionals (Legal Consultant) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc. other than those specifically mentioned herein.
5. Without prejudice, and in addition to the legal remedies available to the SSC, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professionals (Legal Consultant) is of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.
7. The contract will remain provisional till police verification is received.
8. The Annual Performance Report of the Young Professionals (Legal Consultant) in law would be undertaken through an Annual Performance Report (APR).
9. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional/Individual Consultant has developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.
10. The Individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional/Individual Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.
11. The Young Professional (Legal Consultant) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection

Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

12. TA/DA: The Individual Consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/-per day; taxi charges of up to Rs.338/- per day for travel within the city and food bills not exceeding Rs.900/- per day shall be allowed.

13. The Individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017.

14. 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 Staff Selection Commission will issue TDS Certificate(s).

15. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice.