

**Notification for engagement of Consultant / Legal on temporary basis in Zonal Office/  
IRCTC/SCZ/Secunderabad**

Indian Railway Catering and Tourism Corporation Ltd, South-Central Zone, Secunderabad invites applications from suitable candidates for engagement as Consultant — Legal. The applications are invited from Law Officers / Supervisory staff/ Chief Law Assistants/ Law Assistants or equivalent posts who are retired from Railways/ Central Govt./PSU Employees. The engagement will be purely on Temporary basis for a period of one year.

SI. No.	Name of the Post	No. of incumbents proposed to be empaneled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1	Consultant / Legal	01nos (Secunderabad- 1 no)	Maximum age limit is 64 years as on last date of receipt of applications.	Remuneration will be fixed as per the rules of IRCTC.

The details including eligibility criteria, term of reference etc. of the above engagement are placed at Annexures – ‘A’, ‘B’ and ‘C’. The candidates shortlisted on the basis of applications received will be intimated through e-mail for appearing for the interview, the dates of which will be intimated in due course.

Interested candidates, who fulfill the eligibility criteria, possessing good health and are in a position to join immediately may submit their applications in the prescribed proforma (**Annexure - ‘B’**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant- Legal on temporary basis in IRCTC/SCZ which should reach this office on or before **15.09.2023 (17:00hrs)** at the following address:

**The Group General Manager,  
Indian Railway Catering and Tourism Corporation Ltd,  
Zonal Office – SCZ, 1<sup>st</sup> Floor, Oxford Plaza,  
S.D. Road, Secunderabad – 500003.**

It is also mandatory to send the scanned application form along with enclosures to email ID [teamhrscz@irctc.com](mailto:teamhrscz@irctc.com) on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process. No enquiry will be entertained during the recruitment process.

Department	No. of Post	Level of Staff in Rlys/Govt.	Exp.	Profile / Scope of duties
<b>Consultant-Legal/ Zonal Office/ SCZ/ Secunderabad</b>	01 (One)	Law Officers /Supervisory staff/ Chief Law Assistants/ Law Assistants retired from Railways/ Central Govt./PSU Employees  <i>Graduation in Law is essential</i>  <i>Knowledge of working on computers is essential.</i>	Minimum 3yrs experience in relevant field <b>(as on the last date of receipt of applications)</b>	<ul style="list-style-type: none"> <li>• Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Departments.</li> <li>• Providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of IRCTC including advice in arbitration matters, to firmly secure the interest of IRCTC, as required by the operational/ functional departments.</li> <li>• Assisting in preparation of replies, counter affidavit, miscellaneous petitions and caveat petitions in co-ordination with panel advocates.</li> <li>• Assisting in the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the operational departments.</li> <li>• Identifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.</li> <li>• Preparing reply to the legal notices received. Monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts and other Law Officers of Railways etc</li> <li>• Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.</li> <li>• Processing of various Fee Bills of advocates and settlements of fee etc.,</li> <li>• Any other duty/task assigned from time to time.</li> </ul>

**ANNEXURE B****APPLICATION FOR ENGAGEMENT OF CONSULTANT - LEGAL IN IRCTC/SCZ**

1	<b>Name of the Applicant:</b>			
2	<b>Present Address</b>			
3	<b>Land line/Mobile</b>			
4	<b>E Mail ID:</b>			
5	<b>Date of Birth</b>			
6	<b>Date of Retirement</b>			
7	<b>Professional/Technical/Educational Qualification: Copies to be attached (attested).</b>			
8	<b>Aadhar Number:</b>			
9	<b>PAN Number:</b>			
10	<b>Last drawn Pay, Pay Scale, Level &amp; Grade held at the time of retirement</b>			
11	<b>Field of specialization &amp; No. of years of experience in the legal field as on the last date of receipt of applications</b>			
12	<b>Additional information, if any, which you would like to mention in support of your suitability for the consultancy assignment</b>			
13	<b>Discipline &amp; Appeal cases/Vigilance Status: Any Departmental proceedings/Vigilance proceedings or any other case pending after retirement/at present against you? If yes, give the full particulars.</b>			
14	<b>Documents to be attached (Attested Copies)</b> <ul style="list-style-type: none"><li>• Copy of pension payment order (7th CPC)</li><li>• Service certificate</li><li>• Proof of Last pay/Pay Scale drawn</li></ul>			
15	<b>Particulars of Experience</b>			
	<b>Name of Office/ Division/ Workshop last worked in Railways</b>	<b>Post held &amp; Scale of Pay drawn</b>	<b>Period From-To</b>	<b>Job Description/ Responsibility areas</b>
A				
B				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (Legal).

**Place:**

**Date:**

**(Signature of the Candidate)**

**1. Period of engagement**

The engagement shall be for a period of one (01) year.

**2. Selection procedure**

The engagement will be purely on temporary basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

**3. Remuneration**

The remuneration of consultant shall be 100% of (last Pay drawn (Basic + Dearness Allowance) **less** (-) pension & Dearness relief thereon at the time of engagement). The consultant so engaged will get consultancy fees as a lump sum. Conveyance, mobile expenses will be reimbursed as per extant policy. In case of requirement to proceed to an outstation in connection with the completion of given assignment, Expenses incurred on account of Travelling, Boarding & Lodging will be reimbursed as per relevant TA-DA Rules.

**4. Leave**

The Consultant would be entitled to leave as per Policy of IRCTC.

**5. Office time and working hours**

Engagement of consultant would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment (full time/part time) during the period of engagement in IRCTC. The Consultant may be called on Sunday/other Gazetted holidays, if required.

**6. Tax deduction at Source**

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 office will issue TDS certificate.

**7. Confidentiality of data and documents**

The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposed of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the engagement period, and before the final payment is released by the office.

### **8. Conflict of interest**

The Consultant engaged by this office, shall in no case represent or give opinion or advice to any matter which adverse to the interest of the office.

### **9. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice which can be curtailed/extended depending upon the workload.

### **10. Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. It is also mandatory to send the scanned application form along with enclosures to email ID [teamhrscz@irctc.com](mailto:teamhrscz@irctc.com) on or before the closing date. Any application received after the last date will not be entertained.

The application should be submitted with the copy of retirement notification and PPO duly self-certified.

**Sd/-**

**अपर महाप्रबंधक (मा. सं. वि.) / दक्षिण मध्य क्षेत्र**  
**Addl. General Manager (HRD) / SCZ**