

**NOTICE OF OUTSOURCING SERVICES OF 02 (TWO) FULL TIME TECHNO
LEGAL CONSULTANTS ON CONTRACTUAL BASIS AT HQ DG MAP**

1. Director General Married Accomodation Project, Kashmir House, Rajaji Marg, New Delhi invites application for hiring of services of Techno Legal Consultant on contractual basis for a duration of one year (01) in HQ DG MAP, New Delhi.
2. During the period of contract the responsibilities are as listed below:-
 - (a) To report to DG MAP office daily from 09 AM to 5:30 PM Monday to Friday.
 - (b) To prepare Statement of Claim, pleading in defence, rejoinders and reply to various correspondence related to all Arbitration cases/Court cases as assigned after study of files.
 - (c) Attending arbitration hearing/liaisoning with advocates and getting pleading in defence, Statement of Claim vetted from the advocate.
 - (d) Attending court proceedings in various Courts.
 - (e) Any other duty assigned by respective Dir (Contracts), DDG, Jt DG and DG.
3. **Eligibility.**
 - (a) The individual should be BE (Civil) having experience of quantity surveying works incl conclusion/ administration of contract.
 - (b) At the time of last date of application, the age of applicant must be less than 65 years.

CONDITIONS OF HIRING

4. Consolidated package of Rs. 1,00,000/- per month will be paid except for any absence other than the leave mentioned at Para 5 below. No other perks/benefits such as Gratuity, HRA, CCA, Transport Allowances, Medical Re-imbusement etc are admissible. Income tax shall be deducted at source from gross salary/wages admissible, as per extant Rules under the Income Tax Act.
5. A total of 08 days of casual leave (CL) and 02 days RH will be for the perod of one (01) year of employment. The annual perod will start from first day of appointment. Any absence other than above will result in deduction of emoluments based on the formula as under:-

$$\text{Payment for the month} \quad \times \quad \frac{\text{No of absence days in that month}}{21}$$

6. The appointment will be purely on contractual basis for a period of one year. THE ENGAGEMENT WILL NOT VEST ANY RIGHT TO CLAIM FOR REGULAR APPOINTMENT IN DG MAP OR FOR CONTINUED CONTRACTUAL ENGAGEMENT.

7. The department will not bear any kind of liability/responsibility during the period the candidate remains on contractual appointment with DG MAP except payment for numbers of days he has put in that very month.

8. THE CONTRACT ENGAGEMENT CAN BE TERMINATED BY DG MAP AT ANY TIME WITHOUT ASSIGNING ANY REASON OR NOTICE.

9. Canvassing in any form will render the candidate disqualified from post. The candidate should not have been convicted by in any court of law.

10. The applicant is required to submit a declaration/affidavit that he/she shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties as assigned to her/him.

11. The applicant shall also submit a certificate of "No conflict of interest" specifically submitting that the he/she has not been engaged by any institution/organisation/agency which has business dealings with the office of the HQ DG MAP/E-in-C's Branch, prior to joining the DG MAP in current capacity of technical consultant.

12. If any declaration/information furnished is found false or if any material/facts suppressed willfully, contractual engagement will be terminated forthwith.

13. DG MAP will not hold any responsibility of incident/accident occurred to him/her during contractual engagement.

14. Individual must be medically fit, motivated and dynamic to produce results for time bound project and be willing to join immediately to render required services after the interview.

15. Applicant to submit application along with bio data including complete residential address/telephone number, character certificate, qualification certificate, past experience certificate and medical certificate by **1500 hrs** on or **before 14 Oct 2022**. Call letters for interview shall be issued subsequently.

16. All applications must be addressed as below in a sealed envelope duly written "APPLICATION FOR TECHNO LEGAL CONSULTANT ON CONTRACTUAL BASIS". Application should be forwarded in the format given at Appendix :-

"Director General Married Accommodation Project
E-in-C's Branch, Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg
New Delhi-110011"

17. For further enquiry please contact at 011-23794549 from 0900 hrs to 1700 hrs on Monday to Friday.

7. **Education Qualifications** (10th and above)

Class/degree	Year of passing	Board/Institute	% marks Obtained

8. Contact Number :

(a) Mobile No _____

(b) Land line No _____

9. Kindly attach self attested copies of the following certificates :-

(a) Education Qualifications.

(b) Experience Certificate.

(c) Character Certificate.

(d) Medical Fitness Certificate.

(e) Police Verification Certificate.

(f) Identity Proof (Aadhaar/PAN card/Passport/Voter ID or any other Identity card issued by Govt Dept or PSU).

(g) Residential Proof (Aadhaar/Passport/Voter ID).

Signature of the applicant