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भारत सरकार/Government of India पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय Ministry of Environment, Forests and Climate Change उप कार्यालय/Sub Office छठी मंजिल, अरण्य भवन, सैफाबाद, हैदराबाद- ५००००४ 6th Floor Aranya Bhavan, Saifabad, Hyderabad

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<u>एसोशिएट (लेगल) - ए की नियुक्ति के लिए आवेदन आमंत्रित करने की सूचना - संख्या</u> <u>०१/२०२५</u>

विषयः पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, हैदराबाद के उप कार्यालय में संविदा के आधार पर एसोशिएट (लेगल) - ए की नियुक्ति के लिए विज्ञापन।

पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय, हैदराबाद के उप कार्यालय में एक (०१) एसोशिएट (लेगल) - ए की नियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं, जिन्हें ४००००/- रुपये (केवल चालीस हजार रुपये) के समेकित मासिक पारिश्रमिक के भुगतान पर नियुक्ति दी जाएगी।

2. विज्ञापन का पूरा विवरण तथा आवेदन पत्र पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, नई दिल्ली की वेबसाइट www.moef.gov.in से डाउनलोड किया जा सकता है। योग्य उम्मीदवार विज्ञापन में निर्धारित प्रारूप में अपने आवेदन सभी सहायक दस्तावेजों के साथ नीचे दिए गए पते पर भेज सकते हैं:

सहायक वन महानिरीक्षक (केन्द्रीय)/कार्यालयाध्यक्ष

उप कार्यालय, पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय छठी मंजिल, अरण्य भवन, सैफाबाद, हैदराबाद- ५००००४

 सभी सहायक दस्तावेजों के साथ विधिवत भरे गए आवेदन पत्र की सॉफ्ट कॉपी निर्धारित समय सीमा के भीतर ई-मेल आईडी iro.hyderabad-mefcc@gov.in पर भी भेजी जा सकती है।
 निर्धारित प्रारूप में सहायक दस्तावेजों के साथ आवेदन प्राप्त करने की अंतिम तिथि रोजगार

समाचार में विज्ञापन के प्रकाशन की तिथि से २१ दिन है।

(कैलाश भिमराव भवर) सहायक वन महानिरीक्षक (केंद्रीय)& कार्यालय का प्रमुख

<u>NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF ASSOCIATE</u> (LEGAL) -A — NO.01/2025

Subject: Engagement of "Associates (Legal)-A", on a contractual basis in the Sub Office, Ministry of Environment, Forest and Climate Change, Hyderabad-reg.

Applications are invited for engagement of One (01) 'Associate (Legal)-A, in the Sub Office, Ministry of Environment, Forest & Climate Change, Hyderabad on payment of a consolidated monthly remuneration of **Rs.40,000/-** (**Rupees Forty Thousand Only**) to assist the Sub Office / Ministry in handling all legal cases and matters related thereto.

2. The engagement of 'Associate (Legal)-'A', is of a temporary (non-official) nature and can be cancelled at any time by the SO/MoEF&CC, without assigning any reason. MoEF&CC shall have powers to terminate the Associate (Legal)-A at any time without assigning any reason(s), with the approval of the competent authority. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

Name of the Post	Qualifications and Experience	Remuneration per month:
FOST		INR
	Essential:	
Associate (Legal)-A	Bachelor's degree in law (LL. B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than one (1) year and up to two (2) years.	Rs.40,000 (Rupees Forty Thousand only)
	Enrolled as an Advocate with the Bar	
	Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961.	
	Desirable:	
	(i) experienceofhandling casesrelatedtoenvironment,forests, biodiversityandwildlifeetc.inGovernmentofIndiaorState GovernmentDepartment/ Board; </td <td></td>	

3. Eligibility: Name of the Post: Associate (Legal) - A :The qualifications, experience, and remuneration of Associates (Legal) are as under

(ii) possessing a related subjects/ Institution		2	
			·

Preference would be given to (i) candidates having scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the **LL**. **B** exam and (ii) candidates who have studied in full time LL. B Course and candidates having scored 60% (Sixty percent) and above marks/ CGPA equivalent in the LLM.

4. Period of engagement:

The initial tenure of engagement for a person as 'Associate (Legal)-A', would be up to a period of **three years (1+1+1)** subject to satisfactory performance and contribution of the professional in the SO/RO concerned being highly useful. Continuation of the 'Associate (Legal)-A', beyond three years, will be considered based on the assessment of performance and contribution to the SO/RO, on a case-to-case basis, with the approval of the Secretary, MOEF&CC in the Ministry.

The maximum tenure of a person as 'Associate (Legal)-A' would be up to five years and continuation of the 'Associate (Legal)-A', beyond three years for up to an additional two years will be considered on a case-to-case basis, with the approval of Secretary, MOEF&CC in the Ministry.

As the post is temporary in nature and purely contractual, in no case any request for promotion by an 'Associate (Legal)-A', shall be entertained.

- 5. Age Limit: The maximum age limit for engagement of 'Associate (Legal)-A', shall be 50 years.
- 6. Procedure:

Terms of Reference for engagement of the 'Associate (Legal)-A', as given in Annexure-I.

7. Allowances:

The 'Associate (Legal)-A', shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone facility, Residential accommodation, Personal Staff, CGHS, Medical Reimbursement, etc

8. Leave:

Associate (Legal)-A', shall be eligible for 1.5 days' leave after completion of each month of service days leave in a single year of engagement. The leave shall accrue on a completed month basis calculated from the date of joining on pro-rata basis. Accumulation of leave beyond the calendar year/extension period may not be allowed. Leave cannot be claimed as a matter of right and the same may be refused or revoked in public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on the commencement of the notice period. In case he/she remains absent from duty beyond entitled leave a proportion deduction from the consolidated fee as applicable will be made. Further, the absence of up to one month maybe considered to be without remuneration.

The women 'Associate (Legal)-A' 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-1 dated 12.4.2017.

9 Annual Increment:

The quantum of annual increment to 'Associate (Legal)-A", shall be between 0% to 10% (including 2% weightage for updation of LIMBS Portal and Legal Repository of MoEF&CC if any) in their remuneration depending upon the quality of performance that may be determined judiciously by Divisional Heads and ROHQ Division, on case-to-case basis.

9. (a) Incentive:

The quantum of incentive to 'Associate (Legal)-A', for appearing before the Hon'ble National Green Tribunal, Principal Bench, New Delhi, in pro forma cases shall be Rs. 1500/- per appearance and the maximum incentive per case shall not be more than Rs 15,000/-.

10. Admissibility of TA/ DA:

No TA/ DA shall be admissible for attending interview/ joining the assignment or on its completion. Under exceptional circumstances, 'Associate (Legal)-'A', will be allowed domestic travel at Government expenses, with the approval of Secretary, MoEF&CC, in public interest. 'Associate (Legal)-'A', shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling Allowance may be allowed as under:

Associate (Legal) -'A',

- a. For outstation travel: Journey by train in 2" AC, travel charges through taxi on actual basis for travel within the city, food bill/ stationery charges up to Rs. 500/- per day and the hotel charges Rs.2000/- per day on production of proper receipt, subject to the actual expenditure.
- b. For travel within Headquarter: Travel charges through taxi on actual basis for travel within the city where RO is located, and stationary charges/ food bill up to Rs.200/- per day, subject to the actual expenditure.

11. Attendance and working days:

The working hours of the 'Associate (Legal)-A', shall be the same as regular Government employees working in SO/RO of MoEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Head of Office of the concerned SO/RO.

The attendance shall be marked in the Biometric System by the 'Associate (Legal)-A', unless instructed by the Head of Office of the concerned SO/RO to mark attendance manually, under exceptional circumstances.

12 Notice Period:

In the event, if the RO/Ministry decides to terminate the services of an 'Associate (Legal)-A' or the 'Associate (Legal)-A' is willing to get relieved from his/ her services in the SO/RO, the 'Associate (Legal)-A' shall provide at least thirty (30) days prior written notice of the termination/ resignation date to the SO/RO/ 'Associate (Legal)-A' as the case may be. During the notice period, the 'Associate (Legal)-A' shall continue to provide all services in full and in a proper manner and shall cooperate with the SO/RO/Ministry and put his/ her best efforts to safeguard the interests of the Ministry.

13. Conflict of Interest:

Every 'Associate (Legal)-A' shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case, the services of an 'Associate (Legal)-A' are found to be in conflict with the interests of the Government or unsatisfactory, his/ her engagement will be liable for immediate discontinuation without assigning any reason.

During the period of engagement with the MoEF&CC, each 'Associate (Legal)-A' would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/ her during the period of his/ her engagement to anyone who is not authorized to know the same.

Selected candidates shall provide certificates of integrity issued by two references known to them.

A self-undertaking shall be provided by the candidate to the effect that he/ she has no criminal record or criminal case in any Court, pending against him/ her.

14. Relaxation: Where the Secretary Ministry of Environment, Forest and Climate Change, is of the opinion that it is necessary or expedient to do it may by order and for reasons to be recorded in writing relax any of the provisions of these guidelines.

6 Ohuns -

(कैलाश भिमराव भवर/Kailash Bhimrao Bhawar) सहायक वन महानिरीक्षक (केंद्रीय)& कार्यालय का प्रमुख Assistant Inspector General of Forests(C)/ Head of Office

Annexure -I

Terms of reference for engagement of 'Associate (Legal)-A', in Sub Office (SO) of Ministry of Environment, Forest and Climate Change, (MoEF&CC), Hyderabad. State of Objectives:

To assist the SO/RO/Ministry concerned in handling and monitoring all legal issues and judicial cases and preparation of material for briefing(s) of Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld., Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.

Outline of the task to be carried out:

- i. Assisting the SO/RO/ Ministry wherever legal issues are involved.
- ii. Assisting the SO/RO/ Ministry in handling issues related to law to ensure effective implementation of the related Laws and Framework.
- iii. Assisting formulation of Legislation, Review and Amendments of the Acts, Rules, Notifications.
- iv. Assisting the SO/RO/Ministry in court cases pending before the Supreme Court of India, various High Courts, National Green Tribunal (NGT) and its Benches **and** other Courts and Judicial Forums.
- v. Drafting and filing of affidavits, applications, appeals, special leave petitions, transfer petitions, para-wise replies, etc. for submission in various Courts/ Tribunals.
- vi. Attending/ appearing in Court proceedings on dates of hearing in the Supreme Court of India, High Courts, NGT and its Benches and other Courts and Judicial Forums, as and when required.
- vii. Proactively monitoring all legal issues and judicial cases and assist in briefing the Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld. Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.
- viii. Assisting the Government Counsels during the hearing before the Supreme Court of India, various High Courts, NGT and its Benches and other Courts and Judicial forums.
- ix. Maintaining status report of all ongoing Court cases and tracking the dates of next hearing etc. to suitably alert the officers concerned and to ensure timely and effective action.
- x. To follow up all cases, case files and tracking court hearings.
- xi. Coordination with the officials of State Governments as well as with the officers from the other Ministries / Departments on legal matters.
- xii. Coordination with the MoEF&CC/Other SO/ROs of MoEF&CC/ Autonomous Bodies/Subordinate offices etc.
- xiii. Liaison with all the Central Govt. Legal Counsels and empaneled Counsels of MoEF&CC for NGT, to keep abreast of ongoing Court Cases.
- xiv. Streamlining of all court cases and developing a more efficient legal monitoring system.
- xv. Updation of information/ data in the LIMBS software of Ministry of Law & Justice or any other database developed in the RO/Ministry.
- xvi. Conducting research on prevailing laws/queries relating to laws.
- xvii. Assisting in answering RTI applications and Parliament Questions where legal issues are involved.

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xviii. Undertaking any other task and responsibility as assigned by the competent authority.

Annexure-II/III

Advertisement No. dated , 2024

APPLICATION FORM FOR THE POST OF ASSOCIATE (LEGAL) ON CONTRACTUAL BASIS IN THE REGIONAL OFFICES/SUB-OFFICES OF MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Affix recent passport size photograph

(Please put Signature in the box below)

Post Applied For:

(Please Tick $\sqrt{against the post applied}$)

Associate	Associate	Associate	Associate	Associate	Associate	Associate
(Legal)-A	(Legal)- B	(Legal)-C	(Legal)-D	(Legal)-E	(Legal)-F	(Legal)-G

- 1. Full Name (in Block Letters):
- 2. Father's Name:
- 3. Address:

i.	Residential: ii.	Office Particulars (If applicable):
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	State:	State:
	PIN Code:	PIN Code:
	Telephone/ Mobile No	Telephone/ Mobile No
	Email ID:	Email ID:

(a). i Whether secured Bachelor's

	equiva Univer India,	e in Law (LL.B lent from a recognisity and/ or Institu recognized by the il of India:	nized Ite in		(Yes/No)	
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(b).		details of LL.B De ng from highest de				fications:
	SI. No.	Name of the University/ Equivalent Institution	Degree	Yea	% of Marks	Subjects Specialization
(c)	the Ba Bar Co	er enrolled as an A r Council of India o buncil, under the pr ates Act, 1961:	or any Stat	е	(Yes/	No)
(d)	Enrollr	Date of Enrollmen nent Number of Ba r any State Bar Co	ar Council			-2 -2
(e)	:	er eligible as per A on the last date of ations:	•	9	(Yes/	No)
(f)	lf Yes. (i) Date	e of Birth (DD/MM/	YYYY)		//-	
	(ii) Age	e as on dd.mm.yyy	У		Years	Months

5. Length of Experience of Working:

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(a)	Whether having experience of working in a Government of India or State Government Department/ Board:	(Ves/ No)
(b)	If Yes, length of experience of working in a Government Department/ Board:	

(c)		of work experience in ment/ Board:	a Gove	rnment	of India or St	ate Government
	SI. No.	Organization		th of vice	Nature of Work/ Post Held	Experience in Handling Legal Matters
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6. Whether fulfilling Desirable Eligibility Criteria:

(a)	Whether having experience of handling court cases related to environment, forests, biodiversity, wildlife, climate change, pollution and other related fields in Government of India or a State Government Department/ Board:	(Yes/ No)
(b)	If Yes, length of such environmental related experience:	YearsMonths
(c)	Details of such environmental related experience:	

(d) (e)	Certifica subjects biodiver pollutior Univers If Yes, c	r possessing a D ate of Specialization in s/ fields (environment, sity, wildlife. climate on the etc.) from a rece ity/ Institution: details of the Diploma/Ce s/ fields from a recognize	related forests change, ognized	ofS	Specialization	/ No) in related
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(g)	If Yes, o	details of the legal resear	rch pap	er:		

7. Whether fulfilling Preferential Eligibility Criteria:

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(a)	Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.B. exam:	(Yes/ No)
(b)	If Yes, Percentage/ CGPA Marks obtained in the LL.B. exam:	
(c)	Whether studied in full time LL.B. Course:	(Yes/ No)
(d)	Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.M exam:	(Yes/ No)
(e)	If Yes, Percentage/ CGPA Marks obtained in the LL.M. exam:	

8. Any other relevant information, if any:

(Note: Documents/ Certificates etc. submitted in support shall be Self

Attested by the candidate. The applicant must submit information strictly in the format prescribed, along with all the supporting documents, otherwise their candidature stand liable to be cancelled. The applicant at the time of forwarding his/her duly filled application form through email/ soft copy must furnish his application form and all the supporting documents in a single PDF file.)

DECLARATION

I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect or I do not satisfy the eligibility criteria, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for engagement to the post applied for.

List of Enclosures:

SI. No.	Particulars	Page No.
1.	LL.B. Degree	
2.	Higher Secondary School Certificate (12 th)	
3.	Secondary School Certificate (10 th)	
4.	Other Educational Qualifications Certificates (LL.M/ M.B.A./ PGDM etc.)	
	4.1	5 <u>-</u>
	4.2	
	4.3	12125
	4.4	
	4.5	
	4.6	
	4.7	
5.	Diploma/ Certificate of Specialization	
6.	Bar Council of India/ State Bar Council Certificate	
7.	Publication record of research papers in specified field.	
8.	Age Proof (Aadhaar/ Voter ID/ Driving License etc.)	
	· ·	

9.	Work Experience Certificates (including work experience certificate of present employer)
20 A ¹⁰	8.1
	8.2
	8.3
	8.4
	8.5
	8.6
	8.7
10.	Any other relevant documents etc.

I hereby declare that all the above listed documents/ certificates etc. submitted in support of the application have been Self Attested and Verified by me, and in case of relevant documents/ certificates etc. not found enclosed/ found missing with the duly filled application form, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof.

(Name and Signature of the applicant)

Place: Date: