

F.No.56-1/CGWA/MOWR,RD&GR/EC/2016 - 989

Government of India

Ministry of Water Resources, River Development & Ganga Rejuvenation  
(Central Ground Water Authority)

**West Block-2, Wing -3,  
Sector-1, R.K.Puram,  
New Delhi-110066.  
Dated: 03.-06.2016**

**Subject: Engagement of Consultant (Legal) on contract basis in the  
Central Ground Water Authority - regarding.**

The Central Ground Water Authority, Ministry of Water Resources, River Development & Ganga Rejuvenation, Invites applications from experienced retired Officers from Central Government offices for engagement as Consultants. The details including eligibility criteria, Terms of Reference etc. are available on the Ministry's/Board's website: [cgwb@nic.in](http://cgwb@nic.in) . The CGWA reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for receipt of applications, in the prescribed format, is 30.06.2016 upto 1800 hrs. Applications received after due date and time will not be considered.

Yours faithfully,

  
Administrator

For MEMBER SECRETARY

To

1. All Ministries/Departments of Govt. of India. They are requested to give this notice wide publicity amongst all their eligible retiring/retired officials.
2. Copy also forwarded to the NIC Cell for up-loading on the website of this Ministry and also in the CGWB portal.
3. TS to Chairman, CGWB, Faridabad.

ANNEXURE

(FORMAT)

Date: \_\_\_\_\_

FROM:

.....  
.....  
.....

To

The Chairman  
Central Ground Water Authority,  
Ministry of Water Resources, River Development & Ganga Rejuvenation,  
18/11, Jamnagar House, New Delhi.

Subject: "Application for appointment as Consultant (Legal) on Contract basis"

Sir,

I,..... enclose herewith my application for engagement as  
Consultant in Central Ground Water Authority as per Terms of Reference (TOR)  
documents.

Yours faithfully,

Signature.....  
Full Name.....  
Designation.....  
Address.....  
Mob. No.....

Encl.: (list of all enclosures)

1.....  
2.....  
3.....  
4.....

PROFORMA

APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE CENTRAL  
GROUND WATER AUTHORITY

Photograph

1. Name in full (Block letters) :
2. Date of Birth (in Christian era) :
3. Date of Superannuation from Govt. Service :
4. P.P.O. No. :
5. Educational Qualifications :
6. Experience :
7. Complete Residential Address and Office Address :
  
8. Telephone & Mobile Nos. :
9. E-mail ID :
10. Additional relevant information, if any, :  
in support of your suitability for the said  
Engagement. Attach a separate sheet,  
if necessary.

Place:

Date:

Signature

## TERMS OF REFERENCE

### For appointment as Consultant in the Central Ground Water Authority.

1. **INTRODUCTION:** This Ministry of Environment, Forests & Climate Change, under the directions of Hon'ble Supreme Court of India, has constituted the Central Ground Water Authority (CGWA) with main objective to regulate ground water development and its management in the country. The CGWA has been delegated with the powers and functions under Environment (Protection) Act, 1986. This Authority will work under the administrative control of Ministry of Water Resources, River Development & Ganga Rejuvenation. The CGWA being one of the Authorities constituted under the provisions of Environment (Protection) Act, 1986, several applicants/petitioners/ litigants approach various courts/NGT seeking relief under the provisions of Environmental Laws and implead CGWA as one of the respondent body to address issues concerning Environment/Ground Water.
2. The MOWR,RD&GR intends to engage well experienced retired individual as Consultant(Legal) on Contract basis in CGWA.
3. **Scope of Work/Job Responsibility:**
  - Attending Court/NGT Hearings.
  - Preparation of draft comments/replies to Applications/Appeals/Petitions/SLPs in NGT, High Courts/Supreme Court/Subordinate Courts.
  - Arranging annexures required for affidavits/SLPs/OAs.
  - Briefing Govt. Standing Counsels/ASG.
  - Updation of status of legal matters on the website.
  - Follow up with Department of Legal Affairs/Litigation Section/Central Agency Section.
  - Replies to legal notices, show-cause-notices.
  - Processing fee bills of Govt. Standing Counsels.
  - Parliament Questions and assurances and other Parliamentary matters touching legal aspects.
  - Attending to issues related to Parliamentary Committees touching legal aspects.
  - Scrutiny of Bills/draft laws and offering comments/interpretations/notes.
  - Any other work which may be assigned by Authority from time to time.
4. **Educational Qualification:**

**Qualification:** Graduate with LLB from a recognized University.

**Experience:** Minimum **10** years working experience in dealing with court cases/NGT cases. The Consultant (Legal) proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments/ Courts/Tribunals. Persons retired from Govt. service with the above Educational Qualification can apply.
5. **Age Limit:** Candidate should not be more than **70** years of age as on 1<sup>st</sup> June, 2016.
6. **Communication and Drafting Skill:** Should have good communication and interpersonal skills with a strong flair for in depth handling of Legal matters.
7. **Proficiency in Computer:** Must be able to work in MS Word.



8. **Type of appointment:** The appointment will be purely on contract basis.
9. **Accommodation:** The Consultant needs to have own accommodation facility in Delhi / New Delhi. No accommodation or House Rent will be provided by the Department.
10. **Contract Period:** Initially contract would be for a period of **One** year. The contract period may be extended for further period as may be decided by the Department/Ministry.
11. **Terms of Payment:** The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment as per the Govt. Rules and regulations/guidelines on such appointments and contracts are governed by guidelines prescribed under GFR/DFPR.
12. **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 Department will issue TDS Certificate. Service Tax, as applicable shall be payable extra, at the prevalent rates.
13. **No extra charge:** The monthly fees approved by the Department in the Contract, will be inclusive of the costs of Consultant's travel, lodging and boarding, and also all incidental expenses, professional fees etc. No separate charges will be payable by the Department on any such account. However, in case the Consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost as per the Rules/Regulations of the Central Government.
14. **Governing law:** The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with Department under the present contract.
15. **Remuneration:** The Consultant (Legal) will be entitled for remuneration of Rs. 40,000/- p.m., as per the DOP&T/Ministry of Finance guidelines. the total monthly consolidated fee and the Pension drawn by the consultant shall not be more than the last pay drawn by him calculated at the current rates of Dearness Allowance.
14. **Confidentiality of data and documents:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall 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 purpose of this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department.
15. **Conflict of interest:** The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
16. **The Department reserves the rights, as follows:** To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications without giving any explanation, whatsoever to screen candidates, if felt necessary.
17. **Termination of Agreement:** The Department may terminate the contract to which these terms apply if:
  - The consultant is unable to address the assigned work.
  - Quality of the assigned work is not to the satisfaction of the Department.

- The consultant fails in timely achievement of the milestones as finally decided by the Department.
- The consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract by giving one month notice to the consultant.

18. **Basis for Evaluation:** The scrutiny of applications will be carried out by the Department on the basis of working experience of individuals based on past record and interaction with a Committee of the Ministry.
19. **Guidelines for submission of the Applications:** the duly completed application in prescribed Proforma should be submitted so as to reach the Department on or before 30.06.2016. Any application received after the above mentioned deadline will not be taken into consideration.