

File No. 11011/5/2026-Parl. Unit
Government of India
Ministry of Culture
Legal Cell

Kartavya Bhawan, New Delhi
Dated: 10.08.2026

VACANCY CIRCULAR

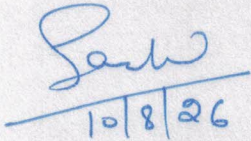
Subject: Engagement of One Legal Consultant on Contract Basis in the Legal Cell, Ministry of Culture.

Application are invited from suitable candidates for one legal consultant to be engaged in the Ministry of Culture. The interested candidates must submit their application in the pro-forma as given below within 21days of publication of this advertisement.

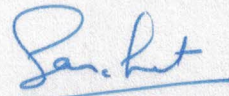
2. The application must be submitted online 'ONLY', vide email at legalcell-culture@gov.in by last date of submission of application.
3. The terms and conditions for engagement of Legal Consultant on contractual basis and the details of requirement are as follows:

S.No	Job Details	Description
1.	Name of the Post	Legal Consultant
2.	Number of Posts	01
3.	Educational Qualification	LL.B. from a recognized University/Institution recognized by the Bar Council of India.
4.	Experience	• Minimum 3 year of post-qualification • Should be well versed with the working experience in PSUs/Ministries/Government. • Preference will be given to candidates who are having requisite experience in related/similar field.
5.	Period of Engagement	Initially one year, extendable based on satisfactory performance and Government guidelines.
6.	Place of Posting	Ministry of Culture, Kartavya Bhawan-2, New Delhi-110001
7.	Remuneration	Rs. 60,000/- per month (consolidated).
8.	Selection Process	Screening of applications followed by Interview.

4. Detailed terms & conditions are enclosed as Annexure-I.
5. Application Form is enclosed as Annexure-II. There is no application fee for the post of legal Consultant.


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6. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in the regard. Direct inquiries with Ministry of Culture shall not be entertained during the application period. Only shortlisted applicants shall be communicated for the next steps in the selection process.



(Sanchit Aggarwal) 10/8/26

Under Secretary to the Govt. of India

SN	Job Details	Description
1	Name of the Post	Legal Consultant
2	Number of Posts	Total: 01
3	Period of Consultancy	Initially for 01 (One) Year . The contract may be extended for a further period of 02 years depending upon assessment of performance, mutual willingness and requirement.
4	Mode of Recruitment	Contract-based through Open Market
5	Job Location	Ministry of Culture, New Delhi
6	Qualifications / Essential Criteria	• Bachelor's Degree in Law (LL.B.) from a recognized University/Institution recognized by the Bar Council of India. • Minimum 3 year of post-qualification • Should be well versed with the working experience in PSUs/Ministries/Government. • Preference will be given to candidates who are having requisite experience in related/similar field.
7	Desirable Qualifications	• Proficiency in MS Office, e-Office, LIMBS Portal and legal research tools. • Good drafting and communication skills.
8	Nature of Duties	<u>Scope of Work</u> The Legal Consultant shall, inter alia, perform the following functions: • Monitor litigation pertaining to the Ministry before the Hon'ble Supreme Court, High Courts, CAT and other judicial/quasi-judicial forums. • Coordinate with various Divisions of the Ministry, Attached/Subordinate Offices, ASI, National Museums and Autonomous Organisations for timely collection of records and factual inputs. • Prepare drafts of affidavits, counter-affidavits, replies, written submissions, speaking orders and legal notes. • Assist in examination and vetting of agreements, MoUs, contracts, notifications, office orders and other legal documents.

		• Coordinate with the Ministry of Law & Justice, Government Counsel and Standing Counsel in respect of pending litigation. • Ensure timely updation and monitoring of court cases on the LIMBS Portal. • Undertake legal research on constitutional, statutory and administrative issues concerning the Ministry. • Maintain digital records and databases relating to litigation and monitor compliance with judicial directions. • Assist in implementation of the Directive for the Efficient and Effective Management of Litigation issued by the Department of Legal Affairs. • Perform such other legal and litigation-related duties as may be assigned by the Competent Authority.
9	Remuneration & Entitlements	₹60,000/- per month (consolidated remuneration inclusive of all applicable taxes). • Engagement will be purely contractual. • No PF, Pension, Gratuity, Medical, Seniority, Promotion, Insurance or similar benefits. • No HRA admissible • Full-time engagement (0900–1730 hrs); may be required to work beyond office hours/holidays without extra remuneration. • No other professional appointment during the contract period. • Eligible for 1.5 days leave for each completed month, subject to approval. Unutilized leave cannot be encashed and will lapse. • Proportionate deduction for unauthorized absence. • Travel, accommodation and per diem, if required on out of station duty, as per Ministry guidelines.
10	General Terms & Conditions of Engagement	• Selected candidate shall execute a contract with the Ministry. • Conduct in accordance with Government of India rules and regulations. • Governed by the Official Secrets Act, 1923. • Police Verification Certificate mandatory. • Engagement does not confer any right to regular appointment in

		Government. • The department can cancel the engagement at any time without providing any reason for it. However, in the normal course it will require one month's notice to the professional.
11	How to Apply	• Apply in the prescribed proforma. • Attach supporting documents/certificates. • Submit application through email mentioning the candidate's name and post applied for. • Applications will be shortlisted for interview. • Incomplete applications will be rejected. • Interview details will be communicated through email. • No TA/DA for interview. • Decision of the Government shall be final.

PROFORMA APPLICATION FORM (Legal Consultant)

Paste Recent Passport Size Photograph Here

1. Name	
2. Father's/Spouse's Name	
3. Address for Communication	
4. Permanent Address	
5. Telephone/Mobile No.	
6. Email ID	
7. Date of Birth	
8. Age (as on date of advertisement)	
9. Gender	

10. Educational Qualification

Course	Subject	University/Institute	Year of Passing	Division/Class

11. Professional Qualification

Course	Subject	University/Institute	Year of Passing	Division/Class

12. Previous Employment/Experience (Chronological Order)

Organization	Period of Employment	Nature of Assignment	Last Salary Drawn

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false at any stage before or after appointment, my candidature/appointment shall be liable to cancellation and appropriate legal action may be taken.

Place: _____

Date: _____

Signature of Applicant: _____

Enclosures:

1. _____
2. _____
3. _____