

No. A-12024/3/2023-Estt. (Comp. No.7287)
Government of India
Staff Selection Commission (HQs)
Block No.12, CGO Complex
Lodhi Road, New Delhi-110003

Dated: 08.08.2025

Applications are invited from eligible law graduates for engagement of 01 (one) Young Professional (Legal Consultant) purely on short term contract basis at SSC (Hdqs.), New Delhi. The details of qualification and experience and other terms of engagement are available on the Commission's website i.e. <https://ssc.gov.in>. The interested candidates may send their application in the format available on the website of SSC through registered or speed post to 'The Under Secretary (Admn.-I), Staff Selection Commission (HQs), Room No.712, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003' so as to reach the Commission within 14 days of publication of this advertisement in the newspaper.

Under Secretary (Admn.-I),
Staff Selection Commission (HQs), New Delhi.

[Click here for instructions to candidates and Terms of Reference/Engagement](#)

[Click here for Format of Application](#)

Application Format

Application for engagement of Young Professional (Legal Consultant) in Staff Selection Commission

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Aadhaar No.:
6. Present Address:
7. Permanent Address:
8. Mobile No.:
9. E-mail ID:
10. Educational Qualifications (Secondary School Examination onwards)

Affix
recent
passport
size
photograph

(Attach self-attested photocopies of Certificates/Diploma/Degree):

Sl. No.	Course	Subjects	School/College/University/ Institute	Year of Passing	% of marks obtained	Division/ Class

(In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.)

11. Experience (Yes/No): Attach self-attested copies of certified/supporting documents, if available.

DECLARATION

I hereby declare that all the statements/information made by me in this application is true and complete as on the date of submission of this application. I have carefully read the relevant 'Terms of Reference' and ready to accept all the terms and conditions as mentioned in it. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Staff Selection Commission.

Place:

Date:

Signature of the applicant

Engagement of Young Professional (Legal Consultant) on contract basis at Staff Selection Commission (Headquarters)**Terms of Reference**

The engaged Young Professional (Legal Consultant) would be required to perform the following functions:

- i) To maintain and monitor data base on the cases decided by or pending with the CAT, High Courts and the Supreme Court/any other Court of Law/Tribunal.
- ii) To draft petitions, replies, rejoinders, affidavits and other pleadings/legal documents to be filed before various Courts.
- iii) To render all assistance to the Officers of SSC in service and recruitment matters.
- iv) To obtain opinion from Law Ministry on legal matters.
- v) To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.
- vi) To draft/scrutinize from legal point of view various Notices/contract agreements.
- vii) Any other work assigned to them.

Period of Engagement: The initial term of engagement of Young Professional (Legal Consultant) will be for a period of one year on case to case basis.

Educational Qualification: In general, following qualifications are required; however any specific Educational Qualifications may be prescribed as per actual requirement of the verticals.

Essential – Graduate Degree in Law from National Law School of India University (NLSIU) and other Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.

Experience, Age and Remuneration:

Name of the Position	Experience in Years (Essential)	Upper Age (limit)	Remuneration (Rs.)
Young Professional (Legal Consultant)	2 Years	32 years	60,000/- per month

Desirable/Experience: One year experience in drafting of legal documents & scrutiny and in recruitment matters especially related to preparation of Notice of Examination, conduct of Examination, Evaluation of Answer Books, results of recruitment, medical examination cases of candidates, drafting of contract agreements. Experience in handling CAT matters.

In case the contract is extended by another year based on a satisfactory performance review, the remuneration of Young Professional (Legal Consultant) may be increased upto 5% of the remuneration.

Notwithstanding anything mentioned above, in no case the remuneration of any Young Professional shall exceed 1.25 times of the initial remuneration. Hiring criteria

may be further defined for specific positions depending on the specific requirements and circumstances.

General Terms and Conditions:

1. The engagement of Young Professionals (Legal Consultant) would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.
2. The Young Professionals (Legal Consultant) on having accepted the offer shall enter into contract with SSC. The norms for secrecy will be as per the Official Secrets Act, 19 of 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. The Young Professionals (Legal Consultant) shall not indulged in or disclose to any person, any details of office, operational process, technical know-how, administrative/organizational matters which are of confidential/secret nature.
4. The Young Professionals (Legal Consultant) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc. other than those specifically mentioned herein.
5. Without prejudice, and in addition to the legal remedies available to the SSC, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professionals (Legal Consultant) is of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.
7. The contract will remain provisional till police verification is received.
8. The Annual Performance Report of the Young Professionals (Legal Consultant) in law would be undertaken through an Annual Performance Report (APR).
9. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional/Individual Consultant has developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.
10. The Individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional/Individual Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.
11. The Young Professional (Legal Consultant) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection

Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

12. TA/DA: The Individual Consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/-per day; taxi charges of up to Rs.338/- per day for travel within the city and food bills not exceeding Rs.900/- per day shall be allowed.

13. The Individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission. Apart from this, the women Consultant 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-I dated 12th April, 2017.

14. 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 Staff Selection Commission will issue TDS Certificate(s).

15. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice.