



A-12034/03/2021/NMC/Admin(8237084)  
राष्ट्रीय आयुर्विज्ञान आयोग  
NATIONAL MEDICAL COMMISSION  
(Establishment Section)

Pocket- 14, Sector-8,  
Dwarka, Phase - 1, New Delhi-110077  
Dated: 15<sup>th</sup> December, 2025

**NOTIFICATION**

**Sub: Filling up of 02 post of Legal Officer in the National Medical Commission (NMC) and its four Autonomous Boards on Short Term Contract basis - reg**

Madam/Sir,

The National Medical Commission, a Statutory body set up by an Act of Parliament, the National Medical Commission Act, 2019, proposes to fill up 02 posts of Legal Officer on short term contract basis. The details of the posts, qualifications and experience prescribed and other terms and conditions are as specified in the Annexure.

2. The eligible and desirous candidates may send their application and biodata/resume alongwith self-attested copies of the ID proof, educational qualification certificates and experience certificates by the employer concerned. Candidates applying for the post of Legal Officer have to submit a self attested copy of the Bar Council Registration certificate with the above mentioned documents. The applications are to be sent to the **Deputy Secretary (Estt.), National Medical Commission, Pocket-14, Sector-08, Dwarka Phase I, New Delhi-110077** so as to reach the Commission on or **before 31<sup>st</sup> December, 2025.**

3. In case of any change in the notice the same will be displayed on NMC's website [www.nmc.org.in](http://www.nmc.org.in) and as such the interested officers are requested to see the NMC Website regularly. The shortlisted candidates will be called to appear for interview before a selection committee.

4. Applications received after the due date or otherwise found incomplete will not be considered.

Encl: as above

  
(Namrata Kumari)  
Under Secretary (Estt.) NMC  
अवर सचिव / Under Secretary  
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission  
पॉकेट-14, सेक्टर-8, द्वारका, नई दिल्ली-110077  
Pocket-14, Sector-8, Dwarka, New Delhi-110077

**ANNEXURE-I****DETAILS OF THE POST**

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the Post                                                | Legal Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. Number of Post                                                  | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Mode of Recruitment                                             | Contract Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4. Scale of Pay / Remuneration                                     | Minimum of the pay scale in Level 11 of Pay Matrix (Pay Scale Rs. 67,700-2,08,700)+ Existing Dearness Allowance rate at the time of engagement+ Transport Allowance (Remuneration shall remain fixed during the full contractual period)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5. Qualification, Experience and Age Limit prescribed for the post | (i) Possessing Bachelors with LLB with atleast 55% marks;<br>(ii) At least Ten years standing in the profession after registration with Bar council of India;<br>(iii) Experience of working in law department in Central Government or State Government / Autonomous organisation is desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6. Brief Description of Duties                                     | <ol style="list-style-type: none"><li>1. Represent NMC before Hon'ble Courts/Tribunals and other forums.</li><li>2. Advise the commission on legal and administrative issues.</li><li>3. Drafting and vetting of legal documents such as counter affidavits, replies, briefs, notes, circulars, notices, orders etc.</li><li>4. Prepare instructions for the standing counsels of the commissions.</li><li>5. Monitoring litigation and co-ordinate with the concerned Board/Section and standing counsels of the commission at various courts across the country.</li><li>6. Aid in legal research and maintaining MIS.</li><li>7. Handle grievances and complaints related to legal matters.</li><li>8. Any other matter/work assigned by competent authority.</li></ol> |
| 7. Period of Contract                                              | Initially for 3 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

  
नम्रता कुमारी / Namrata Kumari  
अवर सचिव / Under Secretary  
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission  
पॉकेट-14, सेक्टर-8, हारकत नगर, दिल्ली-110062  
Pocket-14 Sector-8, Haroket Nagar, Delhi-110062

**Proforma for application for post of Legal Officer on Short Term contract****Annexure-II**

Recent  
Passport size  
photograph

|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------|-----------------|----------------------------------------|-----------------------------|
| 1.  | Name in Full (IN BLOCK LETTERS)                                                                                                                              |                                            |                  |                 |                                        |                             |
| 2.  | Post Applied For                                                                                                                                             |                                            |                  |                 |                                        |                             |
| 3.  | Father's Name                                                                                                                                                |                                            |                  |                 |                                        |                             |
| 4.  | Spouse's Name                                                                                                                                                |                                            |                  |                 |                                        |                             |
| 5.  | Contact Number                                                                                                                                               |                                            |                  |                 |                                        |                             |
| 6.  | Email Id:                                                                                                                                                    |                                            |                  |                 |                                        |                             |
| 7.  | Permanent Address                                                                                                                                            |                                            |                  |                 |                                        |                             |
| 8.  | Address for correspondence                                                                                                                                   |                                            |                  |                 |                                        |                             |
| 9.  | Date of Birth/ Age                                                                                                                                           |                                            |                  |                 |                                        |                             |
| 10. | Nationality                                                                                                                                                  |                                            |                  |                 |                                        |                             |
| 11. | Educational and other Qualifications possessed by the Officer                                                                                                |                                            |                  |                 |                                        |                             |
|     | Qualification                                                                                                                                                | Name of the Institution/ Board/ University | Years of Passing | Subject Studied | Division/ Percentage of Marks obtained |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
| 12. | Details of Employment/ Experience in chronological order. Enclose a separate sheet duly authenticate by your signatures, if the space below is insufficient. |                                            |                  |                 |                                        |                             |
|     | Name of the Organisation                                                                                                                                     | Designation                                | Start Date       | End Date        | Gross Salary                           | Brief Description of Duties |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |
| 13. | A brief write-up indicating the relevance of past experience to the post applied for,                                                                        |                                            |                  |                 |                                        |                             |
|     |                                                                                                                                                              |                                            |                  |                 |                                        |                             |

**DECLARATION**

I hereby, declare that all the statements made in this application are true to the best of my knowledge. I understand that this position is purely on contract basis. If any of the particulars furnished by me are found to be incorrect, my candidature is liable to be rejected at any stage during or after selection process. If it is found after my appointment that the particulars furnished by me are incorrect, my services are liable to be terminated without any notice.

Place: -

Signature:

Date: -

Name: