



A-12023/05/2023/NMC/Estt. (8240518)

National Medical Commission

राष्ट्रीय आयुर्विज्ञान आयोग
(Establishment Section)

/006337-36

Pocket- 14, Sector-8,
Dwarka, Phase - 1, New Delhi-110077

Dated: 02.03.2026

CIRCULAR

Subject: Engagement of retired Government Officers / Employees as Consultant (Legal) on contract basis in National Medical Commission - inviting applications thereof- reg.

National Medical Commission invites applications from eligible and desirous candidates retired from Government Service, having considerable experience of functioning of Government/ Ministries/Departments, for engagement as **Consultant (Legal)** on contractual full time basis.

2. Details of required Consultants to be engaged are as under:

Sr. No (1)	Position (2)	Number of Positions (3)	Qualification and Eligibility Condition (4)
I.	Consultant (Legal)	01*	i) Officers retired at the level of Director/Deputy Secretary/Under Secretary / Section Officer/ Law Officer, and other analogous posts etc. belonging to Central/ State Government/ Autonomous Bodies/research institutions/ universities, and Public Sector Undertakings (PSUs), retired at the Pay Level - 9/10/11/12/13 having experience of handling Legal matters & litigation. ii) <u>Qualification:</u> Degree in Law (LL.B/ LLM) from a University/ Institute recognized by the Bar Council of India or equivalent qualifications. iii) <u>Job profile:</u> a) Advice and opine on legal and administrative issues. b) Monitoring of litigation of the Commission pending on a PAN India basis. c) Briefing and coordination with the Standing Counsels and Senior Advocates of the Commission. d) Drafting of Speaking/Reasoned orders, Agreements, Reports, Replies, Orders, OMs, Public

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21/3/2026

			Notices, etc. e) Vetting of Counter Affidavits, Pleadings, Regulations, Agreements, Reports, Replies, Orders, OMs, Public Notices, etc. f) Coordination with the Autonomous Boards/Sections of the Commission for timely compliance with the directions of the Courts/Tribunals/Fora. g) Handling RTI applications, VIP references, and Parliament Questions. h) Litigation management and preparing MIS, and various reports. i) Verification and processing of professional fee bills of Standing Counsels and Senior Advocates of the Commission. j) Legal research to provide Case Law/Judgments/Orders passed by the Hon'ble Supreme Court/High Courts on various subjects and analyze their effects. k) Any other work assigned by the Competent Authority.
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* NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice.

3. General Condition for all the posts:

- i) **Period of engagement:** initially for a period of one year which may be further extended depending upon requirement of the Commission and the performance review of the Consultant, but shall not be extended beyond 5 years after superannuation.
- ii) **Job Location:** National Medical Commission, Pocket-14, Sector-8, Dwarka Phase-I, New Delhi-110077
- iii) **Age:** Age should be **less than 64 years** as on **closing date of this circular**.
- iv) The applicant should be medically fit and should not have been subject to any vigilance/disciplinary proceedings at the time of retirement.
- v) **Remuneration:** Last pay drawn minus pension, plus Transport Allowance in accordance with the instructions of Government of India issued from time to time. Selected Candidate will be entitled to Transport Allowance that he/she was getting at the time of retirement/ superannuation on the Last Pay Drawn, without Dearness Allowance. Retired Govt. Officers engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- vi) **Leave:** Paid Leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

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vii) **Mode of Selection:** Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Consultants will be selected on Interview basis from shortlisted candidates.

viii) **Working hours:**

- Normal Office timings are from 9:30AM to 6:00PM which can change subject to exigencies of work, without any additional remuneration.
- May be required to Work from Home beyond office hours, without any additional remuneration.
- May also be required to attend office on holidays depending on exigencies of work, without any additional remuneration.

ix) **Any other conditions as mentioned in Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.**

x) **How to apply:** Eligible retired Officers, in good health may submit their applications in the enclosed format (complete in all respects) along with copy of PPO, Educational Qualification and Last Pay Certificate before the closing date, on the following address. **Applications received with incomplete information or received beyond the closing date will not be considered.**

Under Secretary (Estt.),
National Medical Commission,
Pocket-14, Sector-8, Dwarka phase-I,
New Delhi-110077.

xi) **Last date for receipt of application: 23.03.2026.**

4. The retired Govt. Officers after selection shall not claim for status of post which they held before/ at the time retirement and have to function in Desk Pattern. The Channel of submission shall be decided by Competent Authority/Controlling officer of individual in NMC.

(Namrata Kumari)

Under Secretary (Estt.)

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

Copy to:

1. Under Secretary, CS.I Division, DoPT, Lok Nayak Bhawan, New Delhi with a request to upload this Circular on website of DoP&T for wide publicity.
2. The Joint Secretary(Admn.), Legislative Department/Department of Legal Affairs, with the request to upload this circular on their website
3. Guard file.

Application for the post of Consultant (Legal) on contract basis in National Medical Commission

(Last date for receipt of application: 23.03.2026)

Applied for consultant as per mentioned in Circular dated 02.03.2026	
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Recent Passport size photograph

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email Id	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualification (Attach self attested copies of certificate)	
7.	Date of superannuation/retirement	
8.	PPO Number (enclose a copy)	
9.	Post held at the time of retirement	
10.	Last Pay Drawn (Pay Level & Pay)	
11.	Transport allowance (basic) at the time of retirement	
12.	Organisation superannuated from	
13.	Organisation currently working (if any)	
14.	Working Knowledge of MS Office, e-office and Internet browsing (yes/No)	

15.	Brief particulars of experience since date of joining in Govt. services *	Post held	from	to	Experience/nature of work

*Please attach separate sheet if required.

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)

Mobile:

Email ID: