A-12034/03/2021/NMC/Admin(8237084) /006697
National Medical Commission
राष्ट्रीयआयुर्विज्ञानआयोग
(Establishment Section)

Pocket- 14, Sector-8,
Dwarka, Phase – 1, New Delhi-110077
Dated: 09.03.2026

NOTIFICATION

Sub: Filling up of 02 post of Legal Officer and 01 post of Manager (IT) 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 31/03.2026**.

3. In case of any change in the notice the same will be displayed on NMC's website www.nmc.org.inand 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.

9/3/2026
नम्रता कुमारी / Namrata Kumari
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

(NamrataKumari)
Under Secretary (Estt.), NMC

Encl: as above

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; (ii) At least Ten years standing in the profession after registration with Bar council of India; (iii) Experience of working in law department in Central Government or State Government / Autonomous organisation is desirable. (iv) The maximum age limit for appointment shall be not exceeding 40 years as on the closing date of receipt of applications.
6.	Brief Description of Duties	1. Represent NMC before Hon'ble Courts/Tribunals and other forums. 2. Advice the commission on legal and administrative issues. 3. Drafting and vetting of legal documents such as counter affidavits, replies, briefs, notes, circulars, notices, orders etc. 4. Prepare instructions for the standing counsels of the commissions. 5. Monitoring litigation and co-ordinate with the concerned Board/Section and standing counsels of the commission at various courts across the country. 6. Aid in legal research and maintaining MIS. 7. Handle grievances and complaints related to legal matters. 8. Any other matter/work assigned by competent authority.
7.	Period of Deputation	Initially for 3 Years

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नमता कुमारी / Namrata Kumari
अवर सचिव / Under Secretary
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission
पोस्ट बॉक्स नं-12, सेक्टर-8, द्वारका, नई दिल्ली-110077
Post Box No.-12, Sector-8, Dwarka, New Delhi-110077
9/3/2026

ANNEXURE-II

DETAILS OF THE POST

1.	Name of the Post	Manager (IT)
2.	Number of Post	01
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 Master of Business Administration/ Post Graduate Diploma in Management and Bachelor of Engineering/ Bachelor of Technology or Master of Computer Application; (ii) Eight years of experience of handling IT and e-Governance projects; (iii) Knowledge of Government Domain is desirable. (iv) Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. (v) The maximum age limit for appointment shall be not exceeding 40 years as on the closing date of receipt of applications
6.	Brief Description of Duties	1. Ownership of complete software development life cycle and designing the structure of new technology systems, overseeing the implementation of programs, and liaising with the relevant teams. 2. Study the status of IT Infrastructure of commission and assist in coming up with a robust IT infrastructure for better security, disaster recovery and business continuity. 3. Ensure that individual project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure. 4. Partner with the vendors and help them in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects. 5. Any other matter/work assigned by competent authority.
7.	Period of Deputation	Initially for 3 Years

नम्रता कुमारी / Namrata Kumari
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
9/3/2026

Annexure-III

Proforma for application for post of Legal Officer and Manager (IT) on Short Term contract

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 chorological 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 founds 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: