



## NATIONAL COMMISSION FOR SCHEDULED TRIBES

6th Floor, B 'Wing', Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

www.ncst.nic.in

F. No. 58/11/NCST/2021-Admn.

Dated: 09<sup>th</sup> February, 2022

### CIRCULAR

The National Commission for Scheduled Tribes, a Constitutional Body under the Article 338A of the Constitution of India, proposes to prepare a panel of Law Graduates as Junior Legal & Research Consultants (JL&RC), who are well conversant with the provisions of safeguards provided to the Scheduled Tribes under the Constitution of India or any other law. The work shall include scrutiny of complaints, drafting of proceedings, research, analysis of data and other material, preparation of reports/status papers, notes, briefs, minutes preparation, seminars and workshops; follow up actions, modules for training and any other related work in respect of assigned subjects.

2. The engagement is not a regular appointment, but a contractual arrangement on need basis with lump-sum monthly stipend for the services rendered and shall not confer any right/claim for regular appointment or continuance of service beyond the initial period of engagement or any compensation.

3. The eligibility criteria, consolidated remuneration and other conditions of the contractual engagement are given hereunder:

Eligibility Criteria	Essential qualifications shall be Graduate Degree in Law from National Law Schools or any other recognized Law Schools or Colleges of the country with a minimum of 60% marks.
Age Limit	Maximum 30 years of age as on the last date of receipt of application.
Period of short term contract	The contract appointment of Junior Legal & Research Consultants shall be on yearly basis renewable up-to 2 (two) years at the maximum, based on their satisfactory performance.
Remuneration	Rs. 50,000/- per month without any dearness or other allowances/ perquisites.
Method of Selection	The selection of Junior Legal & Research Consultants shall be on the basis of marks obtained in LL.B. and personal interaction, if necessary, with the Screening Committee. <b>In case the number of candidates is higher; the Commission reserves the right to short list the candidates for the personal interview on the basis of marks obtained in LL.B.</b>

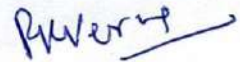


4. A copy of the Scheme for engagement of Junior Legal & Research Consultants (JL&RC), on short term contract basis in the Commission is placed at Annexure-A.

5. Eligible and interested candidates may submit their Bio-Data in the enclosed proforma at Annexure-B through the given link <https://ncstgrams.gov.in/public/recruitmentapplication.aspx> on the Website of National Commission for Scheduled Tribes, 6<sup>th</sup> Floor, B 'Wing', Lok Nayak Bhawan, Khan Market, New Delhi- 110003 on or before 25<sup>th</sup> February, 2022.

Applications received after the due date of 25<sup>th</sup> February, 2022 shall not be considered.

6. Applications not in the prescribed proforma and who have yet to complete the course shall be summarily rejected. The applications shall include a copy of each of certificate showing date of birth and educational qualifications and one self-attested passport size photograph.



(Rajesh Kumar Verma)  
Under Secretary (Estt.)  
Tel. 011-24657271

Encl: Annexure - A & B as above.



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**GUIDELINES FOR ENGAGEMENT OF JUNIOR LEGAL & RESEARCH  
CONSULTANTS ON SHORT TERM CONTRACT BASIS IN THE  
NATIONAL COMMISSION FOR SCHEDULED TRIBES**

1. INTRODUCTION

Keeping in view the increasing multi-dimensional work load of the National Commission for Scheduled Tribes, necessity was felt that services of some qualified persons who have theoretical knowledge in Law as well as in qualitative and quantitative research may be utilized to assist the Commission in discharging its **Constitutional mandate and responsibilities**. Accordingly, this scheme for engagement of such persons as Junior Legal & Research Consultants on short term contract basis has been formulated. The engagement of Junior Legal & Research Consultants on short term contract basis will be governed by the following general conditions:

2. NATURE OF ENGAGEMENT

The engagement of Junior Legal & Research Consultants is not a regular appointment, but a contractual arrangement on need basis with a lump-sum monthly stipend payable for the services rendered by them. The contractual assignment shall not confer upon the Junior Legal & Research Consultants (JL&RC), any right claim for regular appointment or continuance in service beyond the initial period of engagement in the Commission or for any compensation.

3. ELIGIBILITY CRITERIA FOR ENGAGEMENT AS JUNIOR LEGAL AND RESEARCH CONSULTANTS

3.1 Essential qualifications shall be Graduate Degree in Law from National Law Schools or any other recognized Law Schools or Colleges of the country with a minimum of 60% marks.

3.2 The candidate must have knowledge of computer including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, LexisNexis, and Westlaw etc.

4. AGE LIMIT FOR ENGAGEMENT AS JUNIOR LEGAL AND RESEARCH CONSULTANTS

A candidate must be a citizen of India not above 30 years of age on the last date of receipt of applications.



5. DISQUALIFICATION

5.1. A candidate must not be a practicing advocate nor engaged/ appointed elsewhere on honorarium/payment basis.

5.2 A candidate should not have been involved in any criminal case, whether convicted or against whom criminal trial is pending. A declaration in this behalf shall be made by the candidate.

6. REMUNERATION PAYABLE TO JUNIOR LEGAL AND RESEARCH CONSULTANTS (JL&RC),

A fixed consolidated stipend of Rs. 50,000/- per month (Rupees Fifty Thousand only) per month without any dearness or other allowances/perquisites shall be paid to the Junior Legal & Research Consultants.

7. TENURE OF ENGAGEMENT OF JUNIOR LEGAL AND RESEARCH CONSULTANTS

7.1 The contract appointment of Junior Legal & Research Consultants shall be on yearly basis renewable up-to 2 (two) years at the maximum based on their satisfactory performance.

7.2 Premature discharge of the Junior Legal & Research Consultants (JL&RC), can take place with one month's notice from NCST or on payment of one-month stipend.

7.3 A Junior Legal & Research Consultants intending to leave the assignment at premature stage shall be required to give prior notice in writing at least one month in advance or month stipend in lieu thereof.

8. NUMBER OF JUNIOR LEGAL AND RESEARCH CONSULTANTS

The number of Junior Legal & Research Consultants (JL&RC), to be appointed on short term contract shall be as per the requirement of the Commission.

9. CONSTITUTION OF SCREENING COMMITTEE

The Screening Committee shall consist of Vice-Chairperson/Member, NCST as Chairman, Secretary, NCST and Joint Secretary, NCST as Members.

10. MODE OF SELECTION

10.1 By inviting applications through the link of the website of the Commission.

10.2 The selection of Junior Legal & Research Consultants (JL&RC), shall be on the basis of marks obtained in LL.B. and personal interaction, if necessary, with the Screening Committee.



## 11. ALLOCATION OF WORK

The work shall include scrutiny of complaints, drafting of proceedings, research, analysis of data and other material, preparation of reports/Status papers, notes, briefs, minutes preparation, seminars and workshops, follow up actions, modules for training and any other related work in respect of assigned subjects. The Junior Legal & Research Consultants may also be required to attend meetings, conferences, training programmes etc. on behalf of the Commission:

## 12. ATTENDANCE AND LEAVE

12.1 The Junior Legal & Research Consultants (JL&RC) are required to attend the office from 09.30 A.M to 06.00 P.M. on all working days and report to the Officer with whom he/she has been attached. They may also be called upon to attend office on weekends or holidays or beyond office hours, if considered necessary

12.2 The Junior Legal & Research Consultants shall be entitled to 12 days leave in a calendar year apart from the Govt. holidays and weekends.

## 13. DISCIPLINE AND CONDUCT

The rules of discipline and conduct as applicable for Commission employees shall be applicable to the Junior Legal & Research Consultants (JL&RC) during the period of their appointment.

## 14. GENERAL CONDITIONS

14.1 The Junior Legal & Research Consultants (JL&RC) shall not have any claim or shall not be provided any benefit relating to pension, provident fund, medical benefit, leave travel concession etc. during the term of their engagement.

14.2 The Junior Legal & Research Consultants will not accept any other assignment during their term of assignment in the Commission. **He/she shall not practice as an Advocate in any Court of Law during the course assignment as Junior Legal & Research Consultants in the Commission.**

14.3 The Junior Legal & Research Consultants (JL&RC) shall maintain devotion to duty and a high standard of moral during the term of assignment. The Junior Legal & Research Consultants shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her. He/ She shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other, or in any manner. He/ She will not disclose any fact which comes to his/her knowledge on account of such Official attachment even after completion of term of assignment.



14.4 Before taking over assignment, the Junior Legal & Research Consultants (JL&RC) shall submit an undertaking/execute an agreement for contract appointment as may be prescribed from time to time.

15. COMPETENT AUTHORITY FOR WAIVER OF PROVISIONS

Waiver to any of the provisions including eligibility, remuneration, period of engagement, age conditions etc. can be done with the prior approval of the Chairperson, NCST.

**This issues with the approval of the Competent authority and as per the delegated powers to the National Commission for Scheduled Tribes, vide D.O. No. 23 (1)/E. Coord./2017 dated 04.12.2017 of Secretary (Expenditure), Ministry of Finance.**

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Annexure-B

**FORMAT OF APPLICATION FOR ENGAGEMENT AS  
JUNIOR LEGAL AND RESEARCH CONSULTANTS ON  
SHORT TERM CONTRACT BASIS IN THE NATIONAL  
COMMISSION FOR SCHEDULED TRIBES**

Affix recent Passport  
size Photo here

**Name** - .....

**Father's Name** - .....

**Date of Birth** - .....

**Permanent Address** - .....

**Present Address** - .....

**Telephone No.** - .....

**Mobile No.** - .....

**Email ID** - .....

**Aadhar No.**

**Educational qualifications: -**

Sr. No.	Course	Board/ University	Subjects	Years of passing	% of Marks

**Any other information** - .....

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**Signature of the Applicant**

\* Enclose copy of certificate showing date of birth and educational qualifications (Graduate degree in Law)