

**SUPREME COURT MIDDLE INCOME GROUP LEGAL AID**  
**SOCIETY**

New Delhi

28<sup>th</sup> March, 2018

Subject : Procedure and guidelines for engagement of  
Consultant in the office of the Supreme Court  
Middle Income Group Legal Aid Society

The Supreme Court Middle Income Group Middle Income Group Legal Aid Society is a registered Society under the Society's Registration Act XII of 1860 with the object to provide legal services to the middle income group citizens i.e. citizens whose gross income is not exceeding Rs.60,000/- per month or Rs.7,50,000/- per annum.

The Supreme Court Middle Income Group Middle Income Group Legal Aid Society is filing cases of the beneficiaries before the Hon'ble Supreme Court of India.

The Supreme Court Middle Income Group Middle Income Group Legal Aid Society consists of Hon'ble President and 13 other distinguished members of the Society.

**1. General Conditions for engaging Consultant:-**

- (i) Consultant will be engaged, for a fixed period, for providing high quality services in the field of Judicial and Administration etc. to the MIG Society or for attending to specific and time bound jobs, like compilation of data and preparation of reports etc.
- (ii) Consultant will be engaged initially for a fixed period of one year, for providing high quality services to the MIG Society or for attending to specific and time bound jobs.

Extension beyond one year will be considered, with the approval of Hon'ble President, MIG Society.

- (iii) The appointment of Consultant would be on full-time basis and he/she will not be permitted to take up any other assignment during the period of Consultancy with the MIG Society .
- (iv) The appointment of Consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time by the MIG Society, without assigning any reason.

**2. Number of Consultant :**

The total number of Consultant to be engaged by the MIG Society shall depend on the actual requirement at a particular point of time, and as directed, by the Hon'ble President, MIG Society.

**3. Qualifications and experience:**

- (a) Consultant must be a law graduate (as on the date of applying) having a Bachelor Degree in law (three years professional course), Five years (including Integrated Degree Course in Law) from any School/College/University/ Institution established by law in Indian and recognized by the Bar Council of India for enrolment as an Advocate.

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

- (b) Candidate should have three years experience in the field of law upto the date of issue of advertisement.

**4. Period of engagement:**

The initial period of engagement of Consultant will be one year and the subsequent extension, if any, shall be decided depending upon the specific job and the time frame for its completion, under directions of the Hon'ble President, MIG Society.

**5. Age-limit:**

The maximum age limit for appointment of Consultant shall not be above 27 years on the date of closing date of application.

**6. Procedure:**

Procedure to be followed for selecting candidates for engagement as Consultant:-

- (i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2005 Rule 163, 165, 166, 170, 176 and 177 and Chapter 7 – *Selection of Individual Consultant* (para 1.2.1, para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of Consultants.
- (ii) The requirement of MIG Society will be advertised on the website of the SCLSC, MIG Society as well as Supreme Court of India.
- (iii) All the applications received in response to the vacancies advertised, will be scrutinized and shortlisted by the MIG Society. Incomplete application shall be straight away rejected.
- (iv) A Selection Committee of three members shall be nominated by the Hon'ble President, MIG Society, Secretary, MIG Society being head of the Selection Committee.

- (v) Selection of Consultant shall be made on the basis of personal interview by the Selection Committee, who shall submit their recommendations to the Hon'ble President, MIG Society for final approval.

**7. Remuneration:**

- (i) The maximum amount of monthly consolidated fee payable to Consultant shall be Rs.40,000/- per month.

**8. Allowances:**

Consultant shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

**9. Leave:**

The Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The MIG Society would be at liberty to terminate the services, in case of absence of a Consultant, for more than 15 days, beyond the entitled leave in a calendar year.

**10. TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants, shall be allowed TA/DA for their travel inside the country only in connection with the official work.

**11. Conflict of Interest:**

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 Consultant are not found satisfactory or found in conflict with the interest of the MIG Society, his/her service will be liable for discontinuation without assigning any reason.

**12. Termination Notice:**

The MIG Society can cancel the appointment at any time without providing any reason for and without any prior notice. The Consultant can also seek for termination of the contract, upon giving one month's notice to the MIG Society.


**13. Relaxation:**

Under exceptional circumstances and in the case of meritorious candidates, the above guidelines may be relaxed with the approval of the Hon'ble President, MIG Society.

**14. Verification:**

The Police verification of the Consultants shall be done as per the latest instructions issued by the Ministry of Home Affairs.

- 15.** The Consultant shall not publish a book or a compilation or articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him/her by MIG Society except with the consent of the MIG Society.

  
Hony. Secretary