

F. No. A-12011/02/2022-Estt.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Establishment Section

Shastri Bhawan, New Delhi
Dated the 18th November, 2025

VACANCY CIRCULAR

Subject: Engagement of a Legal Consultant on contract basis in the Department of Fertilizers – reg.

Applications are invited for engagement of one Legal Consultant on contract basis from the retired Government employees of the Central Government. The short-listed candidates will be considered for engagement as per the requirement of the Department. The details of position, experience required, work profile, age, etc. are as under:

S. No.	Particulars	Description
1.	Name of Position	Legal Consultant
2.	Essential	Retired Government Officer from the post of Director/DS/US or equivalent.
3.	Desirable	Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India. Specialization in laws or laws relating to Fertilizer Control Order, 1985, The Fertilizer (Movement Control) Order, 1973 and The Essential Commodities Act, 1995 etc.
4.	Experience	At least three years' experience in judicial or legal matter in Supreme Court, High Court or any other Court, Legal Cell of Government or a Regulatory Authority or a Tribunal or any similar forum.
5.	Duties Responsibilities of Legal Consultant	i. Collection, evaluation, analysis and compilation of data & information of pending court cases in the various Divisions of the Department. ii. Up-dating Court Cases in LIMBS portal & keep a watch on its hearing iii. Preparation of Counter Replies in the Court Cases, Legal matters related to Ministry of Law & Justice, as and when required. iv. Any other court case related works assigned v. Able to discharge the official duties
6.	Age	Not more than 62 years (Maximum age of 62 years)

		will be counted as on closing date for receipt of application)
7.	Period of Engagement	01 Year
8.	Monthly Remuneration	As per guidelines laid down in DoE's OM No. 3-25/2020-E-IIIA dated 09.12.2020.
9.	Other terms and conditions	As per guidelines of engagement of Consultants in Department of Fertilizers dated 29.07.2019

2. The engagement of the consultant on contract basis will be subject to the guidelines/terms of reference of this Department's guidelines for engagement of Consultant No. A.12011/3/2016-Estt. dated 29th July, 2019.

3. The above position will be on a purely temporary basis and for a period of one year. The Competent Authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible retired officers for the aforesaid position are invited in the enclosed application format (Application Form). The application should reach the following address through speed post within 15 days from the date of issue of this vacancy circular: -

The Under Secretary (Establishment),
Room No. 205 D, 2nd Floor, Shastri Bhawan,
New Delhi-110001.

5. Duly filled in application form along with relevant documents may be sent via email (usestt.dof@gov.in) followed by a hard copy.

6. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for personal interaction / interview.

7. Department of Fertilizers reserves the right to reject any application without assigning any reason.

Enc.: As above.


(Surendra Thakur)
 Deputy Secretary to the Govt. of India
 Tel. No.: 011-23382552

Copy to: -

- i. IT Section for uploading the Circular on the website of the Department of Fertilizers.
- ii. E-Office Notice Board.

APPLICATION FORM

Application for the engagement of Consultant

1. Name in full (in Block letters):

2. Father's/Husband's Name:

3. Permanent Address:

4. Address for correspondence:

5. Phone No. / (Mob.) & Email ID:

6. (a) Date of Birth :

(b) Date of superannuation :

7. Last post held at the time of retirement:

8. Name and Address of last Office from which retired:

9. PPO Number (Attach the copy of PPO):

10. Last pay drawn at the time of retirement (attach the Last Pay Certificate):

11. Brief particulars of experience in Govt. Service (last 10 years) (attach a separate sheet, if required):

Ministry/ Department	Period of service From To		Post held & scale of pay/pay level	Nature of work & level of responsibilities

Contd...2/-

Paste the recent
Passport size
photograph

12. Additional relevant information, if any, in support of your suitability for the said engagement (attached a separate sheet, if required):

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I, further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of the consultant.

Place:

Date:

Signature of Applicant