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Amrit Mahotsav



भंडारण विकास और विनियामक प्राधिकरण  
भारत सरकार

चौथी मंजिल, एनसीयूआई भवन, 3, सीरी इन्स्टीट्यूशनल एरिया,  
अगस्त क्रान्ति मार्ग, हाज़ खास, नई दिल्ली- 110016,  
दूरभाष - 49536496, 49092978

**Warehousing Development and Regulatory Authority  
Government of India**

4<sup>th</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

File No. A-03000310/1/2023- A and F/1415

Dated 15.09.2023

To,

Sr. Editor (Advertising),  
Employment News (Publication Division),  
Ministry of Information and Broadcasting,  
Government of India,  
New Delhi.

**Subject: Engagement of Junior Consultant (Law) on contractual basis regarding.**

Sir/Madam,

I am directed to say that it is proposed to engage Junior Consultant (Law) on contractual basis in the Warehousing Development and Regulatory Authority (WDRA). In this connection, the enclosed advertisement is required to be published in the Employment News. It is requested that the same may kindly be advertised in the next issue of Employment News. WDRA will make the payment through Account payee cheque/RTGS within a month after the receipt of the bill from your end. The mailing address of the Authority is as under: -

4<sup>th</sup> Floor,  
NCUI Building, Siri Institutional Area,  
August Kranti Marg,  
Hauz Khas, New Delhi-110016.

Yours Sincerely

  
(Rakesh Kumar Yadav),  
Asst. Dir. (A&F,C).

Encl: As stated

**Warehousing Development and Regulatory Authority  
(Government of India)**

File No. A-03000310/1/2023- A and F

Dated 15.09.2023

**Subject: - Engagement of one Junior Consultant (Law) on contractual basis.**

Applications are invited from retired Government / Central and State PSU officials for the position of Junior Consultant (Law)

2. Eligibility criteria, Terms and Conditions etc. for engagement of the Junior Consultant (Law) are available on the website of the WDRA '[www.wdra.gov.in](http://www.wdra.gov.in)'. The application should be proficient in working on computers and typing work.

3. Interested candidates, who fulfill the eligibility criteria, may submit their applications in the prescribed proforma in a sealed cover superscripted "Selection of Junior Consultant (Law) on Contract basis" within a period of 30 days from the date of publication in the 'Employment News' to the Deputy Director (Admin & Finance, Contract), Warehousing Development and Regulatory Authority, 4<sup>th</sup> floor, NCUI Building, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

(Rakesh Kumar Yadav),  
Asth. Dir. (A&F,C).

## Terms and Conditions

### **A) Eligibility Criteria: -**

- (i) Degree in Law from a recognized university.
- (ii) Proficient in working on computers and typing work.
- (iii) Minimum 10 years working experience in the field of legal matters.
- (iv) He should have worked in grade pay of Rs. 5400/- (as per 6<sup>th</sup> CPC) or Level 10 as per the 7<sup>th</sup> CPC or above or equivalent pay scales for at least five years.
- (v) Retired Government / Central or State PSU official, having working experience in the Legal matters
- (vi) No criminal/vigilance proceeding shall be in progress.
- (vii) The consultant should have good communication and interpersonal skills with a strong flare for noting and drafting.

### **B) Fees and Leave permissible:-**

(i) The maximum amount of monthly consolidated fee payable to the Consultant shall be 50% of the last pay drawn at the time of retirement. Pay includes basic pay and DA / IDA. No other allowance shall be payable. Income tax shall be deducted at source at the prescribed rate. Payment of other taxes, if applicable, shall be the responsibility of the Consultant.

(ii) Consultant is to be engaged for a fixed short period and initially for one year. The maximum continuous engagement for retired Government officials as Consultant would not be more than three years or 65 years of age whichever is earlier.

(iii) The Consultant shall be eligible for casual leave for eight days, as is the admissibility of the Government employees at present, in a calendar year on pro-rata basis. Remuneration shall not be payable in case the consultant remains absent beyond the number of entitled leave in a year. Unavailed leave at the end of a calendar year cannot be carried forward to the next calendar year. The WDRA would be free to terminate the services of a consultant if he / she remains absent for more than 15 days beyond the entitled leave in a calendar year.

(iv) No TA / DA shall be admissible for joining the assignment or on its completion. However, the Consultant shall be allowed TA/ DA for their travel inside the country in connection with the official work on the basis of the last pay drawn and at the rates applicable to the WDRA employees.

### **C) Job Profile: -** Selected consultant will be required to handle the following actions:

- i. Handling Legal matters in WDRA related to Courts and tribunals including Securities Appellate Tribunal, Central Administrative Tribunal, other tribunals, commissions, authorities, etc.
- ii. Drafting of Notices/its replies, affidavits, applications, petitions, complaints, FIR, replies, written statements, replications, rejoinders, caveats, brief for opinion and any



other legal document including deeds, rules, regulations, circulars made under W(D&R) Act 2007 (hereinafter referred as "Act") or any amendment to the Act etc.

- iii. Render legal advice or written opinions, related to matters of the WDRA including cases of civil & criminal nature, service matters and such other matters arising in the course of administration of WDRA as and when referred.
- iv. To prepare and/or vet MoUs, agreements/contracts/RFPs/Tenders/EOI/letters and such other documents as and when desired by WDRA.
- v. Drafting, vetting, settling of correspondences (including comments on behalf of the WDRA on Cabinet notes/ Bills etc.) and finalizing the replies to the communications received by WDRA from other Ministries/Departments/Authorities etc.
- vi. To furnish monthly statement along with the status of the cases represented before various courts/Tribunals or any other authority and their outcomes/developments/supplying copies of judgement/interim orders.
- vii. To perform such other duties that may be assigned by WDRA.