

**National Capital Region Planning Board
1ST Floor, Core-4B, India Habitat Centre
Lodhi Road, New Delhi-110003.**

File No. Y-11011/13/2020 (E-9155382)

Dated: June 2026

TERMS OF REFERENCE OF ENGAGEMENT OF CONSULTANT GRADE-I (LEGAL) :-

A. The National Capital Region Planning Board, a statutory body under the administrative control of Ministry of Housing & Urban Affairs intends to engage Consultant Grade-I (Legal.) on full time daily basis for handling the following legal works in NCRPB:-

- i Legal consultant to coordinate with NCRPB retainer advocates/counsels/AORs etc. for smooth handling of legal matters
- ii Legal Consultant will provide expert advice and guidance on all legal matters to planning officers.
- iii Legal Consultant will assist with a wide range of legal issues, from contract drafting and review to regulatory compliance and litigation support etc.
- iv Legal consultants have a strong understanding of the law and are able to analyze complex legal issues, identify potential risks and opportunities, and provide clear, actionable recommendations to their clients.
- v Legal Consultant will assist in to negotiate and mediate disputes, and to draft and review legal documents.
- vi Legal Consultant should be expert in the law who provide professional advice and guidance to planning officers, helping them navigate the legal landscape and achieve their objective in the matters/cases.
- vii Legal Consultant will prepare or drafting, reviewing and negotiating contracts, agreements and other legal documents, and internal policies to ensure statutory compliance like requirement of the Legal Cell of the Ministry etc.
- viii Legal Consultant will maintain all cases data related to NCRPB as per norms or government guidelines and put up to the Nodal officer/dealing planning matters.
- ix He may be required to attend Courts in Delhi or Outside Delhi as and when required to co-ordinate with standing counsel.
- x Handling all Court cases of the Board especially those pertaining to land acquisition, environmental pollution, road construction, etc. undertaken for planned development by the constituent states of NCT Delhi, Haryana, Rajasthan and Uttar Pradesh and its Counter Magnet Areas/Town.
- xi Examination of all legal documents to be executed by the Board including those relating to Multilateral/bi-lateral borrowings.
- xii Examination of all loan documents relating to release of loan by NCRPB to participating states/implementing agencies.
- xiii Legal Consultant will examine and put up legal fee bills of the engaged advocates with NCRPB in different courts as per government rules and terms & conditions issued by NCRPB.
- xiv In addition to above, the Board may assign any other work/duty relating to legal cases.

The Consultant Grade-I (Legal.) shall be responsible for all Legal works as mentioned above. The Consultant shall execute and perform the tasks assigned to him/her with due diligence and according to the best of his/her intelligence, skill and ability on the direction of his/her controlling officer with whom he/she would be attached.

B. Conduct & Integrity: The Consultant Grade - I (Legal) shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in NCRPB. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant Grade - I (Legal) should maintain confidentiality of the work carried out by him/her. The Consultant Grade - I (Legal) shall be bound to hand-over the entire set of records of assignment to NCRPB before the expiry of the contract and before the final payment is released by NCRPB.

C. Eligibility Criteria and Age etc.:-

- **Essential Qualification** - Bachelor of Laws (LL.B.) degree from recognized University.
- **Desirable Qualification** –Persons with LL.M, Ph.D., additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
- **Experience:** 03-08 years in the relevant field.
- **Age** - The upper age limit is 45 years.
- **Ex-Govt. Servants**– Ex-Govt. Servants from Government/PSUs/University/ Statutory body/ Autonomous Organization who have worked in Legal Cell/Wing in the Pay Level 10 and above are eligible and encouraged to apply. The maximum age is upto 45 years.

D. Remuneration :-

- i. The consolidated remuneration will be ₹ 1,00,000/- (₹ One Lakhs only) per month.
- ii. The remuneration for Ex-Govt. Servants will be as per extant guidelines of Ministry of Finance (Department of Expenditure).

E. Other conditions: -

- i. Applicant shortlisted/called for the interview must bring a copy of detailed CV as per prescribed Application Proforma (**Annexure**), along with self-attested copies of educational and professional qualifications, experience certificates and originals that need to be shown for verification at the time of interview.
- ii. Application received after the due date or found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.
- iii. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- iv. Appointment of Consultant Grade-I (Legal) will be on full time basis. He/she will be required to attend the office on daily basis as per office hours.

- v. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Consultant Grade-I (Legal) is required to go on tour for official work he/she will be entitled for TA/DA with the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases shall be by Air in Economy class or by Rail in Ac Two Tier Economy class only.
- vi. Hotel accommodation of upto Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
- vii. The Consultant Grade-I (Legal) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority of NCRPB. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Member Secretary, NCRPB.
- viii. The Appointment of Consultant Grade-I (Legal) will be initially for a period of **one year** and can be further extended at the discretion of the Competent Authority of the Board upto a maximum period of five years.
- ix. The Board reserves the right to terminate the service of the Consultant Grade-I (Legal.) at any time during the period of contract by giving one month's notice in writing. In case he/she desires to leave the assignment, he/she is required to give one months' notice, which can be curtailed by the Competent Authority of the Board.
- x. NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is advertised/revived/created in future in the Board.
- xi. In addition to above, the terms & conditions of contractual engagement will be given at the time of appointment.

Those having the required qualifications and experience may apply in the prescribed Application Proforma (**Annexure**) duly completed in all respect and signed by the candidate with self-attested copies of supporting documents/testimonials etc. within 15 days from publication of advertisement in the Newspapers to Director (A&F), National Capital Region Planning Board, First Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003 or through email on email id ncrpb-dr@ncrpb.nic.in.

(Jugmohan Singh)

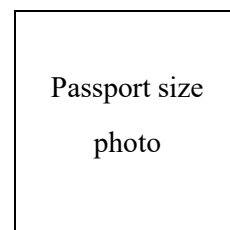
Chief Regional Planner

Encls. Annexure - Application Proforma

(Annexure)

APPLICATION PROFORMA

Application format for appointment as Consultant Grade-I (Legal)



1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Nationality	
5.	Address	
6.	Telephone /Mobile No.	
7.	E-mail address	

8. Educational Qualification (from Graduation onwards)

S.No.	Course	University/Institute	Year of Passing	Division/Class

9. Work Experience

S.No.	Organisation/ Institution	Period		Nature of Work	Total Experience	Remarks
		From	To			

10. Whether SC/ST/OBC

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

(Signature)

Date:

Place: