



The National Trust  
Ministry of Social Justice & Empowerment  
Department of Empowerment of Persons with Disabilities  
NISD Building, Plot No. G-2, Sector-10, Dwarka, New Delhi-110075  
**Tel No. 011-20897959, website: [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in)**  
**Email: [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in)**

Online Applications in prescribed formats are invited from the eligible candidates for the following posts:-

1. Consultant Programme (on contract) - 1 (one) post
2. Consultant Legal (on contract) - 1 (one) post

Candidates fulfilling the eligibility criteria may apply **online only** on our website [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in) within 30 days from the date of publication of the advertisement in the Employment News. Applications sent through any other mode will not be considered.

**Note:-** Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview. No correspondence in this regard shall be entertained.

The National Trust reserves the right to increase/decrease or cancel the no. of vacancies at any stage without assigning any reason.

**For more details Eligibility Criteria, Terms & Conditions, Pay and Perks, Application format etc., please visit our website: [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in)**

### Terms of Reference for engaging Consultant (Programme)

1.	Name of the Post	:	Consultant (Programme) (01 post)
2.	Period of engagement	:	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the National Trust.
3.	Nature of engagement	:	The engagement will be purely on contractual basis and the National Trust reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course, the contractual employee shall be served two months' notice period before termination of contract.
4.	Scope of duties	:	<ol style="list-style-type: none"> <li>a. Assisting National Trust in implementation of Schemes and Activities, Review of Schemes and formulating new Schemes and Activities.</li> <li>b. Assisting National Trust in making policies, management of State Nodal Agency Centres (SNAC) and Monitoring of its activities.</li> <li>c. Assisting National Trust in organising Board Meetings, Annual General Meeting, Parliament Questions, Annual Report, etc.</li> <li>d. Any other work incidental and consequential to the above duties as may be entrusted from time to time.</li> </ol>
5.	Job Location	:	National Trust office, 6 <sup>th</sup> Floor, NISD Building, Plot No. G-2, Sector 10, Dwarka, New Delhi-75
6.	Eligibility and Educational Qualifications	:	Retired Central / State Government/ Autonomous Body Employees (at least Pay Level 8 of Govt of India) with experience in dealing with Schemes and Programmes <ol style="list-style-type: none"> <li>a. Minimum of a Bachelors Degree from a recognized university in India</li> <li>b. Must have excellent written and oral communication and Interpersonal Skills</li> </ol>
7.	Age Limit	:	Not more than 62 years (as on 15-7-2024).
8.	Experience	:	Minimum 10 years' experience of handling Schemes and Programmes in any Central or State Government Ministry/ Department /Autonomous Body  <i>(Desirable: Experience in handling schemes and programmes in disabilities sector in any Central or State Government Ministry/ Department /Autonomous Body)</i>
9.	Remuneration Entitlements	&:	<b>For Retired Government Employees:</b> Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 <sup>th</sup> December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.  <b>Others covered under NPS:</b> Consolidated monthly remuneration of Rs. 90,000/-
10.	Allowances	:	The contractual employee will not be entitled to any other allowances.

11.	Leave	:	The contractual employees shall be entitled to avail 8 days Casual Leave on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
12.	Termination of Contract	of:	The National Trust reserves the right to terminate the contract an any time in case: <ul style="list-style-type: none"> <li>a. The contractual employee is unable to satisfactorily complete the assigned tasks;</li> <li>b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>c. The contractual employee is absent from duty without authorization;</li> <li>d. The Department chooses not to renew the contract at the end of the initial period of engagement;</li> <li>e. Any other reason.</li> </ul>
13.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days notice to the National Trust or payment of two months salary in lieu of the notice period.
14.	Confidentiality Clause	:	<ul style="list-style-type: none"> <li>a. During the period or engagement with the National Trust, the contractual employee would be subject to the provisions of the Official Secrets Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the National Trust to anyone who is not authorized to have the same.</li> <li>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</li> <li>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the National Trust or the Department of Empowerment of Persons with Disabilities on any matter during the period of his/her engagement with the National Trust.</li> </ul>
15.	Conflict of Interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning his/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working hours	:	Consultants may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

### Terms of Reference for engaging Consultant (Legal)

1.	Name of the Post	:	Legal Consultant (01 post)
2.	Period of engagement	:	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the National Trust.
3.	Nature of engagement	:	The engagement will be purely on contractual basis and the National Trust reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct.
4.	Scope of duties	:	<ol style="list-style-type: none"> <li>1. Carry out the work related to Local Level Committee and Legal Guardianship under the National Trust Act</li> <li>2. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to the National Trust.</li> <li>3. Inputs/ Advice/ Comments/ Consultancy on interpretation/action on different Acts/Rules of Government of India.</li> <li>4. Provide technical inputs on references made to the National Trust with respect to rules, policies and legislations pertaining to the National Trust and Govt of India.</li> <li>5. Assist the National Trust so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner.</li> <li>6. Tender opinion in issues coming before the National Trust.</li> <li>7. Formatting of draft affidavits and documentation of the legal inputs in all the matters pertaining to the National Trust and the Department of Empowerment of Persons with Disabilities.</li> <li>8. Formatting of Presentations/ Representations/ Affidavits/ Counter Affidavits/ Rejoinders/ Appeals before various judicial/quasi-judicial courts pertaining to the cases of the National Trust.</li> <li>9. Scrutiny and fact finding of documents from legal point of view to advise the National Trust for further action.</li> <li>10. To provide logistic support to the panel/team formed in the National Trust in court cases with jurisdiction within and outside Delhi.</li> <li>11. Any other work incidental and consequential to the above duties may be instructed from time to time.</li> </ol>
5.	Job Location	:	NISD Building, Sector 10, Dwarka, New Delhi

6.	Eligibility and Educational Qualifications	:	Retired Government Employees with experience in dealing Court Cases Or Legal Professionals from Open Market:  a) Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b) Should be registered as an advocate in the Bar Counsel in terms of Advocate's Act, 1961; c) Must have excellent written and oral communication and Interpersonal Skills.
7.	Age Limit	:	<b>For Retired Government Employees:</b> Not more than 62 years (as on 15-7-2024).  <b>For Legal Professionals from Open Market:</b> Not more than 45 years (as on 15-7-2024).
8.	Experience	:	<b>For Retired Government Employees:</b> Minimum 10 years' experience of handling court cases in any Central or State Government Ministry/ Department/ PSU out of which atleast 5 years experience in PL-10.  <b>For Legal Professionals from Open Market:</b> Minimum 5 years of post qualification experience of working with Government Ministry/ Department/ PSUs and/or Supreme Court of India/ High Courts/ District Courts. <i>(Desirable: Experience in handling court cases in any Central or State Government Ministry/ Department/ PSU/ Autonomous body.)</i>
9.	Remuneration & Entitlements	:	<b>For Retired Government Employees:</b> Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 <sup>th</sup> December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.  <b>For Legal Professionals from Open Market and retired govt employees covered under NPS:</b> Consolidated monthly remuneration of Rs. 70,000/-
10.	Allowances	:	The contractual employee will not be entitled to any other allowances.
11.	Leave	:	The contractual employees shall be entitled to avail 8 days Casual Leave on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
12.	Termination of Contract	:	The National Trust reserves the right to terminate the contract an any time in case:  a. The contractual employee is unable to satisfactorily complete the assigned tasks; b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c. The contractual employee is absent from duty without authorization;

			<ul style="list-style-type: none"> <li>d. The office chooses not to renew the contract at the end of the initial period of engagement;</li> <li>e. Any other reason.</li> </ul>
13.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Department or one months' salary in lieu of the notice period.
14.	Confidentiality Clause	:	<ul style="list-style-type: none"> <li>a. During the period or engagement with the National Trust, the contractual employee would be subject to the provisions of the Official Secrets Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the National Trust to anyone who is not authorized to have the same.</li> <li>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</li> <li>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the National Trust or the Department of Empowerment of Persons with Disabilities on any matter during the period of his/her engagement with the National Trust.</li> </ul>
15.	Conflict of Interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning his/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working hours	:	Contract Employee may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency, one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be marked through Biometric Attendance System.