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No. 8-16/2024-Estt.  
National Commission for Minorities  
Government of India

...  
Block-14, 1<sup>st</sup> Floor, CGO Complex,  
Lodhi Road, New Delhi-110003  
Dated: 26.02.2026

Circular

**Subject: Engagement of one Young Professional (Legal) on contractual basis in National Commission for Minorities - regarding.**

National Commission for Minorities (NCM) invites applications for engagement of one Young Professional (Legal) on contractual basis.

2. The details of the position advertised are enclosed as **Annexure-I**. This engagement will be in the nature of fee-based consultancy and does not, in any way, tantamount to an appointment for employment or job. This engagement does not confer any right to regular appointment in Government service. The short-listed candidate will be considered for engagement as per functional requirements of the Commission.

3. Interested and eligible applicants may submit their particulars strictly as per the enclosed format (Annexure-II) along with CV and relevant documents to the "Under Secretary, National Commission for Minorities, Block-14, 1<sup>st</sup> Floor, CGO Complex, Lodhi Road, New Delhi-110003" through speed post or e-mail to **admn.ncm@gmail.com**. The last date for submission of application along with complete CV and other requisite documents will be 15 days from date of publication of the advertisement in the Employment News. Incomplete applications or applications received after the due date will be summarily rejected. Incomplete applications or applications received after the due date will be summarily rejected.

4. NCM also reserves the right to accept or reject application without assigning any reasons. NCM also reserves the right to cancel the advertisement at any stage.

Encl: As Above



(Rajeev Mohan)

Under Secretary to the Govt. of India

To

1. All Ministries/ Departments of the Govt. of India
2. Director (CS-I Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to upload this circular on DOPT's website for wide circulation.
3. Programmer, NCM - for uploading this circular on NCM website.

**Eligibility and other conditions for engagement of Young Professional on contractual basis  
in National Commission for Minorities**

1.	<b>Name of Position</b>	Young Professional
2.	<b>No. of YPs required</b>	<b>One (1)</b>
3.	<b>Areas of required specialization</b>	<b>Legal</b>
4.	<b>Location</b>	NCM Office, New Delhi
5.	<b>Method of Recruitment</b>	On Contract basis
6.	<b>Age Limit</b>	Should be <b>below 35 years</b>
7.	<b>Period of Contract</b>	Period of engagement initially for a <b>period of one year</b> extendable based on performance, fitness and organization requirement.
8.	<b>Remuneration (Per Month)</b>	<b>Rs. 60,000 (fixed)</b>
9.	<b>Purpose of Assignment</b>	To provide services as per work under taken by the Commission under its mandate. Administrative and financial/ accounts related work would not be envisaged for services.
10.	<b>Tasks related to Assignment and Other tasks incidental thereon</b>	The Young Professional (Legal) shall be required to: <ul style="list-style-type: none"> <li>(a) Assist in examination and processing of legal matters, including court cases.</li> <li>(b) Draft affidavits, replies, rejoinders, written submissions and other legal documents.</li> <li>(c) Conduct legal research on issues pertaining to minority rights, constitutional provisions, and other relevant laws.</li> <li>(d) Assist in vetting of reports, policy documents, agreements and other legal communications.</li> <li>(e) Coordinate with panel advocates and monitor status of ongoing court cases.</li> <li>(f) Prepare briefs and background notes for meetings and hearings.</li> <li>(g) Perform any other legal work assigned by NCM from time to time.</li> </ul>
11.	<b>Educational Qualification and work experience</b>	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>(i) Bachelor's Degree in Law (LL.B.) from a recognized University.</li> <li>(ii) Proficiency in MS Word and MS Excel.</li> <li>(iii) Good communication skills in English and Hindi.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>(i) Minimum one year of post-qualification professional experience in handling litigation-related matters, preferably in a Government Department, Public Sector Undertaking or Autonomous Body.</li> </ul>

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		<p>(ii) Experience gained through internships undertaken as part of graduation or post-graduation studies shall not be considered as valid work experience.</p> <p><b>Desirable Qualification &amp; Experience:</b> Candidates possessing a Master's Degree in Law (LL.M.) from a recognized University will be given preference. Experience in handling litigation matters before the Supreme Court, High Courts and Central Administrative Tribunal (CAT) shall be accorded due weightage.</p>
12.	<b>Selection process</b>	Selection of Young Professional will be done on the basis of personal interview/talk. Only the short-listed candidates will be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification. The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.
13.	<b>Termination</b>	The termination of the contract on either side is by one month's notice or in lieu thereof, one month's remuneration to be paid or surrendered, which is to be calculated based on average of 3 months last drawn remuneration.
14.	<b>Leave</b>	With prior approval of his Reporting Officer, Young Professional can avail 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 leave cannot be carried forward to the next year. Further, leave upto one month may be considered without remuneration with the approval of the competent authority.
15.	<b>Insurance</b>	The Young Professional shall be responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as they may consider appropriate to cover the period during which they are engaged.
16.	<b>Tax Deduction</b>	Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the Commission may issue a TDS Certificate.
17.	<b>Settlement of disputes</b>	NCM and the Young Professional shall use his best efforts to amicably settle any dispute, controversy or claim arising out of the contract or the breach, termination or invalidity thereof. Grievances, if any, should be processed as per the redressal mechanism followed in the NCM.
18.	<b>Mode of Journey</b>	During official tours, journey will be allowed by Air in Economy class or by Rail in AC Two Tier as admissible to level-7 officers of Central Govt.

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19.	<b>Boarding, Lodging and local transport</b>	Reimbursement for hotel accommodation/ guest house of up to Rs.750 per day, reimbursement of non-AC taxi charges or' up to Rs. 225/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 800/- per day as admissible to level-7 officers of Central Govt.
20.	<b>Use of name, emblem or Official seal of the Organization.</b>	Individual Young Professional shall not advertise or otherwise made public for purposes of commercial advantage that a contractual relationship exists with the NCM, not shall the Individual Young Professional, in any manner whatsoever, use the name, emblem or official seal of NCM, or any abbreviation of the name of NCM, in connection with any business or otherwise without the written permission of NCM. Undertaking to be taken.
21.	<b>Travel, medical clearance and miscellaneous issues</b>	<p>NCM may require the individual Young Professional to submit a statement of good health from a registered physician prior to commencement of work in NCM.</p> <p>In the event of the death, injury or illness of any Individual Young Professional, which is attributable to the performance or engagement on behalf of NCM under the terms of the consultancy contract while the individual consultant is travelling at the expense of NCM or is performing any responsibilities under the consultancy contract in any offices or premises of NCM or Govt. of India or to any State/ UT, the individual Young Professional or the his/ her dependents, as appropriate, shall not be entitled to any compensation.</p>
22.	<b>Application Form</b>	Application form is enclosed at <b>Annexure-II.</b>





- 10. Special qualification, if any :
- 11. Applicant's area of specialization :
- 12. Research Experience :
  - (i) Duration :
  - (ii) Organization :
  - (iii) Area :
- 13. List of self-attested testimonials attached (original to be produced at the time of interview):
- 14. Any other details (If necessary attach a sheet).....

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**Declaration**  
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Certified that the information furnished by me herein above is true to my personal knowledge. I understand that if anything stated herein above turns out to be false, the National Commission for Minorities may cancel my candidature. Further, I understand that if the appointment is obtained on the basis of any wrong information/ document, I shall be liable for immediate termination/ revocation /cancellation and this may also entail my prosecution under Criminal Penal Laws. I have never been convicted by any Court of India for any offence and no criminal proceeding is pending against me in any Court of India.

Yours faithfully,

(Signature of the applicant)

Place .....

Date .....