



सत्यमेव

जयते

भारतसरकार/GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय/
Ministry of Environment, Forest & Climate Change
क्षेत्रीय कार्यालय, देहरादून/
Regional Office, Dehradun

25, सुभाषरोड, देहरादून-248001/25, SUBHASH ROAD, DEHRADUN-
248001, दूरभाष / PHONE - 0135-2650809, ईमेल/E-mail
moef.ddn@gov.in



File No. IRO-DDN/Recruit/2022/1415

Date: As per e-Sign

Circular

Applications in the prescribed format are invited from willing persons for the **engagement of One Associate (Legal)-A** in the Regional Office, Ministry of Environment, Forest & Climate Change, Dehradun. The qualifications, terms and conditions are as below:

1	Name of the Post	Associate (Legal) A (One Post)
2	Qualification and Experiences	<p>Essential: Bachelor's Degree in Law (LLB) or equivalent from a recognized University and/or Institute in India, recognized by the Bar council of India and having experience of more than one (1) years and upto two (2) years.</p> <p>Enrolled as an advocate with the Bar council of India or any state Bar council, under the provisions of the Advocates act, 1961.</p> <p>Desirable:</p> <p>(i) experience of handling cases related to environment, forests, biodiversity and wildlife etc. in a Government Department/Board;</p> <p>ii) possessing a Diploma/Certificate of specialization in related subjects/fields from a recognized University/Institution.</p> <p>Preference would be given to</p> <p>(i) candidates having scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LLB exam;</p> <p>(ii) candidates having studied in full time LLB Course; and</p> <p>(iii) candidates having scored 60% (Sixty Percent) and above marks/CGPA equivalent in the LLM.</p>
3	Remuneration per month (INR)	Rs. 40,000/- (Rs. Forty Thousand Only)
4	Period of engagement/ Tenure	<p>The initial tenure of engagement for a person as Associate (Legal) would be upto a period of three years (1+1+1) subject to satisfactory performance and contribution of the professional in the RO/Sub-Office concerned being highly useful. Continuation of the Associate (Legal) beyond three years will be considered based on assessment of performance and contribution to the RO/Sub- Office, on case-to-case basis, with the approval of Secretary, MOEF&CC in the Ministry.</p> <p>The maximum tenure of a person as Associate (Legal) would be up to five years and continuation of the Legal (Associate) beyond three years for up to additional two years will be considered on case-to-case basis, with the approval of</p>

		Secretary, MOEF&CC in the Ministry. As the posts are temporary in nature and purely contractual, in no case any request for promotion by an Associate (legal) shall be entertained.
5	Age Limit	Maximum age limit for engagement of Associates (Legal) A shall be 50 years.
6	Leave	i) Associates (Legal) A shall be eligible for 1.5 days leave after Completion of each month of service. The leave shall accrue on completed month basis calculated from the date of joining on pro-rata basis. Accumulation of leave beyond the Calendar year/extension period may not be allowed. Leave cannot be claimed as a matter of right and the same may be refused or revoked in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on the commencement of the notice period. In case he/she remains absent from duty beyond entitled leave, a proportion deduction from the consolidated fee as applicable will be made. Further, the absence of upto one month may be considered to be without remuneration. (ii) The women Associate (Legal) may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No. S-36012/03/2015-SS-I dated 12 th April 2017.
7	Annual Increment	The quantum of annual increment to Associate (Legal) shall be between 0%to 10% (including 2% weightage for updation of LIMBS portal and Legal Repository of MoEF&CC if any) in their remuneration depending upon quality of performance that may be determined judiciously by Divisional Heads and ROHQ Division on case-to-case basis.
8	Incentive	The quantum of incentive to Associate (Legal) for appearing before the Hon'ble National Green Tribunal in pro forma cases shall be Rs.1500/- per appearance and maximum incentive per case shall be not more than Rs.15000/-.
9	Admissibility of TA/DA	No TA/ DA shall be admissible for attending interview/ joining the Assignment or on its completion. Under exceptional circumstances, Associate (Legal) will be allowed domestic travel at Government expenses, with the approval of Secretary, MoEF&CC, in public interest. Associate (Legal) shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling Allowance may be allowed uniformly to all Associates (Legal) as under: a) For outstation travel: Journey by train in 2 nd AC, travel charges through taxi on actual basis for travel within the city, food bill/ stationery charges up to Rs.500/- per day and hotel charges Rs. 2,000/- per day on production of proper receipt, subject to the actual expenditure. b) For travel within Headquarter: Travel charges through taxi on actual basis for travel within the city where RO is located, and stationery charges/ food bill up to Rs. 200 per day, subject to the actual expenditure.
10	Selection Procedure	Selection will be through personal interview. Only shortlisted candidates will be called for interview in case if the applications

		are received in large number. No TA/DA will be paid for attending personal interview.
11	Last Date for receiving application	15 days from the date of publication of Advertisement in Employment Newspaper and other Newspapers.
12	Submission of application	<p>Candidate may submit their application in the prescribed format as per Annexure – A along with the self-attested copies of education qualification and post qualification experiences to this office on the following address:</p> <p>To, The Head of Office Regional Office, Ministry of Environment, Forest & Climate Change, 25 Subhash Road Dehradun, Uttarakhand – 248 001</p>

Encl: As above

Digitally signed by
Neelima Shah
Date: 10-03-2025
12:22:21

Neelima Shah, IFS
AIGF(C) & Head of Office

Annexure-II/III

Advertisement No. _____ dated _____, 2024

APPLICATION FORM FOR THE POST OF ASSOCIATE (LEGAL) ON CONTRACTUAL BASIS IN THE REGIONAL OFFICES/SUB-OFFICES OF MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Affix recent passport size photograph
(Please put Signature in the box below)

Post Applied For:

(Please Tick ✓ against the post applied)

Associate (Legal)-A	Associate (Legal)-B	Associate (Legal)-C	Associate (Legal)-D	Associate (Legal)-E	Associate (Legal)-F	Associate (Legal)-G

1. Full Name (in Block Letters):

2. Father's Name:

3. Address:

i. Residential: State:..... PIN Code:	ii. Office Particulars (If applicable): State:..... PIN Code:
Telephone/ Mobile No. Email ID:	Telephone/ Mobile No. Email ID:

4. Whether fulfilling Essential Eligibility Criteria:

(a). i	Whether secured Bachelor's
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	Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India:						(Yes/No)
(a). ii	Whether secured Master's Degree in Law (LL.M) from a recognized University and/ or Institute in India, recognized by the Bar Council of India						(Yes/No)
(b).	If Yes, details of LL.B Degree and other Educational Qualifications: (Starting from highest degree obtained since Graduation)						
	Sl. No.	Name of the University/ Equivalent Institution	Degree	Year of Passing	% of Marks Obtained/ CGPA	Subjects Specialization	
(c)	Whether enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961:				(Yes/No)		
(d)	If Yes, Date of Enrollment, along with Enrollment Number of Bar Council of India or any State Bar Council:						
(e)	Whether eligible as per Age Limit (50 Years) on the last date of receipt of Applications:				(Yes/No)		
(f)	If Yes. (i) Date of Birth (DD/MM/YYYY) (ii) Age as on dd.mm.yyyy				---/---/--- Years.....Months		

5. Length of Experience of Working:

(a)	Whether having experience of working in a Government of India or State Government Department/ Board:	(Yes/ No)
(b)	If Yes, length of experience of working in a Government Department/ Board:Years.....Months

(c) Details of work experience in a Government of India or State Government Department/ Board:					
Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters
		From	To		
(d)	Whether having experience of working in a Private Organization/ Firm etc.:		(Yes/ No)		
(e)	If Yes, length of experience of working in a Private Organization/ Firm etc.:	Years.....Months		
(f) Details of work experience in a Private Organization/ Firm etc.:					
Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters
		From	To		
(g)	Total length of experience of working: (Government plus Private) (b) + (e)	Years.....Months		

6. Whether fulfilling Desirable Eligibility Criteria:

(a)	Whether having experience of handling court cases related to environment, forests, biodiversity, wildlife, climate change, pollution and other related fields in Government of India or a State Government Department/ Board:	(Yes/ No)
(b)	If Yes, length of such environmental related experience:Years.....Months
(c)	Details of such environmental related experience:	

(d)	Whether possessing a Diploma/Certificate of Specialization in related subjects/ fields (environment, forests, biodiversity, wildlife, climate change, pollution etc.) from a recognized University/ Institution:	(Yes/ No)			
(e)	If Yes, details of the Diploma/Certificate of Specialization in related subjects/ fields from a recognized University/Institution:				
	Sl. No.	Name of the University/ Equivalent Institution	Diploma/ Certificate	Year of Passing	% of Marks Obtained/CGPA
(f)	Whether any legal research paper published in a peer-reviewed law journal preferably in environment, forests, biodiversity and wildlife related matters.	(Yes/ No)			
(g)	If Yes, details of the legal research paper:				

7. Whether fulfilling Preferential Eligibility Criteria:

(a)	Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.B. exam:	(Yes/ No)
(b)	If Yes, Percentage/ CGPA Marks obtained in the LL.B. exam:	
(c)	Whether studied in full time LL.B. Course:	(Yes/ No)
(d)	Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.M exam:	(Yes/ No)
(e)	If Yes, Percentage/ CGPA Marks obtained in the LL.M. exam:	

8. Any other relevant information, if any:

(Note: Documents/ Certificates etc. submitted in support shall be Self

Attested by the candidate. The applicant must submit information strictly in the format prescribed, along with all the supporting documents, otherwise their candidature stand liable to be cancelled. The applicant at the time of forwarding his/her duly filled application form through email/ soft copy must furnish his application form and all the supporting documents in a single PDF file.)

DECLARATION

I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect or I do not satisfy the eligibility criteria, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for engagement to the post applied for.

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List of Enclosures:

Sl. No.	Particulars	Page No.
1.	LL.B. Degree	
2.	Higher Secondary School Certificate (12 th)	
3.	Secondary School Certificate (10 th)	
4.	Other Educational Qualifications Certificates (LL.M/ M.B.A./ PGDM etc.)	
	4.1	
	4.2	
	4.3	
	4.4	
	4.5	
	4.6	
	4.7	
5.	Diploma/ Certificate of Specialization	
6.	Bar Council of India/ State Bar Council Certificate	
7.	Publication record of research papers in specified field.	
8.	Age Proof (Aadhaar/ Voter ID/ Driving License etc.)	

9.	Work Experience Certificates (including work experience certificate of present employer)	
	8.1	
	8.2	
	8.3	
	8.4	
	8.5	
	8.6	
	8.7	
10.	Any other relevant documents etc.	

I hereby declare that all the above listed documents/ certificates etc. submitted in support of the application have been Self Attested and Verified by me, and in case of relevant documents/ certificates etc. not found enclosed/ found missing with the duly filled application form, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof.

(Name and Signature of the applicant)

Place:

Date:

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