



National Council for Cooperative Training (NCCT)

(Ministry of Cooperation, Govt. of India)

3, Siri Institution Area, August Kranti Marg, P.B. No. 2, New Delhi-110016.

Phone: 011-41096510 Fax: 011-26522545

Website: www.ncct.ac.in

No. 5-1/1/2026-Pers.

Dated: 25.07.2026

VACANCY CIRCULAR

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates for filling up the post of Consultant (Legal) at National Council for Cooperative Training, New Delhi on contract basis:

Sl. No.	Name of the Post	No. of Post	Type of recruitment	Place of posting	Age
1.	Consultant (Legal)	1	On contract basis	NCCT HQ, New Delhi	Maximum 50 years

The educational qualification for the post of Consultant (Legal) NCCT (HQ), New Delhi

Educational Qualification:

Graduation in Law (LLB)

Essential Experience

- 3 years' experience. Knowledge of legal drafting, court matters, RTI, Contracts, service matters and government procedures including handling of civil matters in various courts and should have excellent command over English, proficiency in Hindi is preferred.

Tenure of Contract: The candidate will be initially appointed for a period of one year. The extension of services will be based on requirement.

Annual Incentive: The person will be given 5% annual increment on the consolidated remuneration as an incentive amount if his/her performance is found satisfactory. However, every year extension of services on the basis of performance with 5% increment shall be done at the level of Secretary, NCCT.

Monthly consolidated remuneration: ₹60,000/-

There will be no other allowance(s) in addition to the aforesaid monthly consolidated remuneration.

**TERMS AND CONDITIONS FOR APPOINTMENT OF CONSULTANT (LEGAL),
NCCT HQ (ON CONTRACT BASIS):**

1. In case the performance of the person so appointed is found unsatisfactory, his/her services will be terminated any time after giving one month's notice without giving any reason thereof or pay in lieu thereof. In case of resignation from the post, one month's notice or pay in lieu of notice period shall be deposited.
2. Leave of absence: The person appointed on contract basis will be eligible for 15 days leave in a Calendar Year. It cannot be carry forwarded to next calendar year. Any other leave for any purpose will be considered as leave without pay.
3. Persons so appointed on contract basis will not be eligible for any allowance except consolidated monthly remuneration. He will not claim any terminal benefit on termination of his contractual appointment.
4. The person appointed will come under the ambit of conduct rules as applicable in NCCT.
5. The person so appointed will require to attend respective office during working hours' and days in week. He/she will have to attend the office during holidays in case of exigency of work as per direction of Competent Authority as and when required.
6. The person appointed will require to maintain confidentiality of the work assigned to him/her by the Institute.
7. The person selected for appointment will require to show his all original certificates required for verification for his/her eligibility for the post.
8. However, the incumbent engaged may be allowed TA/DA for official tours as admissible to officers in Pay Matrix Level-9.
9. The mere possession of the prescribed essential qualification and experience does not entitle candidates to be called for the interview. Only short listed candidates as per criteria decided by the NCCT will be invited for interview.
10. The dates of interview will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change or correspondence address/email/phone from the one given in the application form should at once be communicated to NCCT. No TA/DA shall be admissible for attending the interview.
11. Candidates are advised to visit the NCCT website at regular intervals for the updates.
12. The NCCT shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
13. All appointments shall be made provisionally subject to verification of documents. The NCCT shall verify the documents and antecedents of the applicant at the time of interview/joining. In case, it is found at any point of time that any document/information submitted by the applicant is false or the applicant has suppressed/concerned any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.
14. The NCCT reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The NCCT reserves

the right not to fill up the vacancy as advertised. The decision of NCCT shall be final and no appeal in this regard shall be entertained.

15. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completion of other formalities.
16. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty prescribed by NCCT.
17. The applicant should not have compulsorily retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
18. Canvassing in any form will lead to disqualification.
19. For any clarification on these guidelines decision of Executive Council, NCCT will be binding.

How to apply:

Applications from willing and eligible candidates, may be forwarded to **Secretary, National Council for Cooperative Training, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016** in the prescribed format as per Annexure-I within 30 days from the date of this advertisement alongwith self-attested copies of testimonials.

Annexure-I**APPLICATION FOR THE POST OF _____**

Paste here self-
attested passport
size coloured
photograph

1	Post Applied for	:	
2	Name (in BLOCK LETTERS)	:	
3	Date of Birth	:	
4	Date of Superannuation	:	
5	Category (SC/ST/OBC, etc.)	:	
6	Present Post Held	:	
7	Present Employer (mention the name of Central Government or State Government or PSU)	:	
8	Present Pay (Level as per 7th CPC. If the pay is not as per pay structure of 7th CPC, indicate actual pay and its equivalent in 7th CPC pay structure)	:	
9	Nature of Present Employment (i.e., Permanent/Ad-hoc/ Temporary/ Deputation)	:	
10	Present Office with Address and Telephone No., Email ID	:	
11	In case the present employment is held on deputation, please state: (a) Date of appointment on deputation (b) Name of the parent office/ organisation and its address	:	
12	Correspondence Address	:	

	Telephone No.	:	
	Mobile No.	:	
	Email ID	:	
13	Permanent Address	:	

20. Educational Qualifications (Matric Onwards)

Exam Passed	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

15. Details of Employment in chronological order. Attach a separate sheet duly authenticated by your signature as per the format given below:

Sl No	Name of the Office/Inst/Org	Post Held (Designation)	Period		Nature of Appointment (Regular/Ad-hoc/ Deputation)	Level in Pay Matrix/ Pay Scale/Pay Band and Grade Pay	Nature of Duties (<u>attach separate sheet by giving details of experience</u>) on <u>each post</u>
			From	To			

	Details of proficiency in computer operation	:	
	Details of training undergone	:	
	Any other information the applicant wants to furnish	:	

	Please state briefly how you find yourself best suitable for the post applied for:

It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of service attached to the post.

Place:

Date:

Signature of the Candidate:.....

Name of the Candidate:.....

Roles and Responsibilities of Consultant (Legal)

The Consultant (Legal) shall assist the organization in handling legal matters, drafting, vetting, and providing legal advice related to administrative and service matters. The broad roles and responsibilities are as under:

1. To provide legal opinion/advice on matters relating to service rules, administrative issues, contracts, agreements, court cases, arbitration matters, RTI matters, and other legal issues concerning the organization.
2. To examine and vet drafts of agreements, MoUs, contracts, tender documents, legal notices, office orders, circulars, and policy documents from legal angle.
3. To assist in handling litigation matters before various Courts, Tribunals, Consumer Forums, Arbitration proceedings, CAT, High Courts, and other judicial/quasi-judicial authorities.
4. To coordinate with Standing Counsels/Advocates and monitor progress of court cases and legal proceedings.
5. To prepare para-wise comments, affidavits, counter affidavits, rejoinders, replies, written submissions, and other legal documents for filing before courts/tribunals.
6. To maintain records/database of court cases and ensure timely compliance of court directions/orders.
7. To examine disciplinary/vigilance matters and provide legal inputs wherever required.
8. To assist in interpretation and implementation of Acts, Rules, Regulations, Service Rules, Government instructions, and Office Memoranda issued by Government authorities from time to time.
9. To assist in RTI matters including examination of appeals, legal implications, and related issues.
10. To conduct legal research and prepare briefs, notes, summaries, and reports on legal matters referred by the competent authority.
11. To ensure legal compliance in organizational matters and advise on risk mitigation.
12. To perform any other work assigned by the Competent Authority related to legal and administrative matters.
13. The Consultant (Legal) may be required to attend meetings, hearings, and discussions with legal authorities, advocates, and officials as directed by the organization.
14. To maintain confidentiality of official records, documents, and legal matters handled during the period of engagement.