

## TOR OF ASSOCIATE (LEGAL) (B)

The qualifications, experience, and remuneration / fee of Legal Associate is as under :-

| Name of the Post                    | Qualifications and Experience  | Remuneration / Fee (INR)       |
|-------------------------------------|--|--------------------------------|
| Associate (Legal) (B)<br>(One Post) | <p><b>Essential:</b> Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and /or Institute in India, recognized by the Bar Council of India and having experience of more than two (2) years and upto three (3) 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><b>Desirable:</b>(i) Experience of handling cases related to environment, forests , biodiversity and wildlife etc. in a Government of India or State Government Department/Board:</p> <p>(ii) Possessing a Diploma/Certificate of specialization in related subjects/fields form a recognized University/Institution.</p> | 50,000/- (Fifty Thousand only) |

Preference would be given to (i) candidates having scored 60% (Sixty Percent) and above marks/CGPA equivalent in the LL.B exam and (ii) Candidates having studied in full time LL.B Course.

### ii) Terms & Conditions:-

- a) The initial tenure of engagement for a person as Associate would be upto a period of one year subject to satisfactory performance and contribution of the professional in the Division concerned being highly useful or till filling up the vacant post of Public Prosecutor. Continuation of the Associates (Legal) beyond one year will be considered on assessment of performance and contribution to Bureau Headquarters, WCCB, New Delhi on case to case basis with the approval of Competent Authority.
- b) 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 competent authority.
- c) As the posts are temporary in nature and purely contractual, in no case any request for promotion by an Associate (legal) shall be entertained.

Age Limit:-

The maximum age limit for engagement of Associate (Legal) shall be 45 years.

iv) Allowances:-

The Associates (Legal) shall not be entitled to any allowances such as Dearness Allowances, Residential Telephone facility, Residential accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

v) Leave:-

Associates (Legal) shall be eligible for 8 days leave in a single year of engagement. The leave shall accrue on completed month basis calculated from the date of joining on pro-rata basis.

Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against 8 leaves.

vi) Annual Increment:-

The quantum of annual increment to Associates (Legal) shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by Head of Department on case to case basis.

vii) Admissibility of TA/DA:-

No TA/DA shall be admissible for attending interview/joining the assignment or on its completion. Under exceptional circumstances, Associates (Legal) will be allowed domestic travel at Government expenses, with approval of Secretary, MoEF&CC, in public interest Associates (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:-

Associates (Legal) B:-

- a) For outstation travel:- Journey by train in 2<sup>nd</sup> AC, travel charges through taxi on actual basis for travel within the city, food bill/stationery charges up to Rs. 500 per day hotel charges Rs. 2,000 per day on production of proper receipt, subject to the actual expenditure.
- b) For travel within Headquarter/NCR:- Travel charges through taxi on actual basis for travel within the Headquarter/NCR, and stationery charges/food bill up to Rs. 200 per day, subject to the actual expenditure.

viii) Attendance and working days:-

The working hours of the Associates (Legal) shall be same as regular Government employees working in WCCB. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Head of Department.

The attendance shall be marked in the Biometric system by Associate (Legal), unless instructed by the Administration Section to make attendance manually, under exceptional circumstances.

**ix) Notice Period:-**

In the event, if the WCCB decides to terminate the services of an Associate (legal) or the Associate (Legal) is willing to get relived from his/her services in the WCCB, the WCCB/ Associate (Legal) shall provide at least thirty (30 Days) prior written notice of the termination/ resignation date to the Associate (Legal)/ Ministry, as the case may be. During the notice period, the Associate (Legal) shall continue to provide all services in full and in a proper manner and shall cooperate with the WCCB and put his/ her best efforts to safeguard the interests of the WCCB.

**x) Conflict of Interest:-**

Every Associate (Legal) shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case, the services of an Associate (legal) are found to be in conflict with the interests of the Government or unsatisfactory, his/ her engagement will be liable for immediate discontinuation without assigning any reason.

During the period of engagement with the WCCB, Associate(Legal) would be subject to the provisions of the Indian Secrets Act, 1923 and will not divulge any information gathered by him/ her during the period of his/ her engagement to anyone who is not authorized to know the same.

Selected candidates shall provide certificates of integrity issued by two references known to them.

A self-undertaking shall be provided by the candidate to the effect that he/ she has no criminal record or criminal case in any Court, pending against him/ her.

- a) Applications which are incomplete or not in the prescribed format or no accompanied by the supporting documents, as mentioned above, shall not be entertained and would be liable to be summarily rejected.

**xi) Salary:-**

Salary of Associate (Legal) may be given from Budget Code Head No. 2406.01.001.05.06.28 – Professional Service of the WCCB.