

**Engagement of Young Professional (Legal) and Young Professional (General) on Contract basis (Temporary) in Staff Selection Commission (Southern Region), Chennai**

**1. Terms of Reference:**

**(i) Young Professional (Legal) :**

The engaged Young Professional (Legal) would be required to perform the following functions:-

- i. To maintain and monitor database on the cases decided by or pending with the CAT, High Courts and the Supreme Court/ any Court of Law/ Tribunal/ quasi-judicial body.
- ii. To draft petitions, replies, rejoinders, affidavits and other pleadings /legal documents to be filed before various Courts.
- iii. To render all assistance to the Officers of SSC in service and recruitment matters.
- iv. To obtain opinion from Law Ministry on legal matters.
- v. To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.
- vi. To draft / scrutinize from legal point of view various documents like Notices, contract agreements, etc.
- vii. Legal scrutiny/ assistance on issues related to Notices of Examination, conduct of examination, evaluation of answer books, results of recruitment, medical examination cases of candidates.
- viii. Scrutiny of petitions.
- ix. Analyzing the feasibility and methodology of implementation of court verdicts and orders.
- x. To undertake domestic tours to places falling within the jurisdiction of Southern Region and also anywhere in India, to apprise the Counsel(s) and to attend hearing(s) as per the discretion of Regional Director.
- xi. Any other work assigned to him/her from time to time.

**(ii) Young Professional (General) :**

To assist and perform exam related work w.r.t. various exams conducted by SSC. Especially work will be related to the preparation of files, scrutiny of applications, conduct of Document Verification pertaining to Selection Post exam where sound knowledge of interpretation of Recruitment Rule is required, work related to Nomination of candidates and any other work assigned to him/her from time to time.

**2. Period of Engagement**

The initial term of engagement of both Young Professional (Legal) & Young Professional (General) will be for a period of one year. He/she shall have to work as per the working hours of the Commission. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays. The Young Professionals are required to mark their attendance in biometric system.

**3. Selection Procedure :**

Candidates meeting the conditions shall be empanelled on the basis of criteria like experience, qualification, etc. Interview will be conducted for short-listed applicants.

#### 4. Qualification, Age Limit and Remuneration:

The Qualification, Age Limit, Experience and Remuneration for each of the Category is given in the table below:

Category	Qualification	Upper Age limit as on 01/07/2023	Experience	Remuneration (Rs.)
Young Professional (Legal)	Bachelor's Degree in law from a recognized University/ Institute and Proficiency in Computers (MS-Office)	35 years	Minimum 3 years in the field of law	40,000/-per month (fixed)
Young Professional (General)	Bachelor's Degree in any discipline from a recognized University/ Institute and Proficiency in Computers (MS-Office)	35 years	Minimum 3 years experience in interpretation of Recruitment Rules/ Noting and drafting / Office Work / Management. Shall be good in oral / written communication, Shall be proficient in using office package.	40,000/-per month (fixed)

#### 5. Increment:

No increments shall be allowed.

#### 6. TA / DA:

No TA/ DA shall be admissible for joining the assignment or on its completion. No TA/DA shall be payable for attending the Interviews.

The individual selected may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Legal) / (General)	Air in Economy class or by Rail in AC Two Tier.	Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs.338/- per day for travel within the city and food bill not exceeding Rs.900/-per day shall be allowed.

#### 7. Other Allowances :

No other facilities such as DA, accommodation, residential phone/ conveyance / transport, foreign travel, personal staff medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

## 8. Attendance & Working days :

The working hours of the Professionals shall be same as regular Government employees working in SSC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays / Sundays / Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the competent authority. The attendance shall be marked in the Biometric system by the Young Professionals.

## 9. Leave:

The Young Professionals shall be entitled for 8 days leave in a single year of engagement. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. The Young Professionals shall not draw any remuneration in case of her / his absence beyond 8 days in a year (Calculated on pro-rata basis). Unavailed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 days leave. **Further, the absence up to one month may be considered without remuneration.**

## 10. General Terms and Conditions:

1. The engagement of Young Professionals would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.
2. The Young Professionals on having accepted the offer shall enter into contract with SSC. The norms for secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. The Young Professionals shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters which are of confidential / secret nature.
4. The Young Professionals shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc. other than those specifically mentioned herein.
5. Without prejudice, and in addition to the legal remedies available to the SSC, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professionals is of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.
7. The Annual Performance Report of the Young Professionals would be undertaken through an Annual Performance Report (APR).
8. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professionals have developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.
9. The Young Professionals shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professionals in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.
10. The Young Professionals shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

11. The Young Professionals appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Commission.

**Any violation in the above matter will be dealt as per prevailing Government norms.**

**11. Confidentiality and Secrecy:**

Selected candidates shall provide integrity certificates from 2 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 is pending against them.

**12. Termination of Services and requirement of notice :**

In case, a Young Professional wishes to resign from his / her position, he/ she shall furnish at least one month's notice period or salary in lieu thereof. Competent Authority may waive off the condition for notice period / salary in lieu thereof, in deserving cases.

- SSC shall have powers to terminate any or both the Professionals at any time without assigning any reason, with the approval of the competent authority.
- Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

**13. Others :**

The 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 Staff Selection Commission will issue TDS Certificate/s.

Police verification of the Young Professionals shall be done as per the latest instructions issued by MHA. In case **adverse** police verification is received, the contract of individual shall cease to exist with immediate effect without any notice. The contract will remain provisional till police verification is received.

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