

**F. No. M-17056(12)/24/2023**  
**Government of India**  
**Directorate of Income Tax (Legal & Research)**  
**Central Board of Direct Taxes**  
**Department of Revenue**

Drum Shaped Building, New Delhi-110002

Dated 26/10/2023

**ENGAGEMENT OF LEGAL CONSULTANTS IN THE DIRECTORATE OF INCOME TAX**  
**(LEGAL & RESEARCH), ON CONTRACT BASIS**

Applications are invited from willing and eligible persons for engagement as **Legal Consultants** on contract basis in the **Directorate of Income Tax (Legal & Research), Central Board of Direct Taxes, New Delhi** for a period of one year extendable by one more year subject to condition mentioned in the detailed notice at **Annexure-I**. Brief details about the position are tabulated as under:

1	Number of Legal Consultants	<b>Eight (8)</b>
2	Age limit	Not exceeding 35 at the time of advertisement
3	Period of contract	One year extendable to one more year subject to conditions in the <b>Annexure-I</b>
4	Location	Drum Shaped Building, I.P. Estate, New Delhi - 110002
5	Fee & Allowances	<b>Rs. 80,000 per month</b> (lump sum)
6	Educational Qualification	<b>Law graduate</b> , complete details in <b>Annexure-I</b> under "Eligibility" clause
7	Job description	Assistance in carrying out research and processing of legal matters, complete details in <b>Annexure-I</b> under "Scope of Engagement" clause
8	Selection process	Details in <b>Annexure-I</b> under "Screening & Selection Process" clause

2. The details including number of posts, eligibility criteria, terms of engagement etc. are enclosed as **Annexure-I**. The Directorate of Income Tax (Legal & Research) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. The duly filled in applications, in the prescribed format may be sent to Income Tax Officer (Admn.) (Legal & Research), Directorate of Income Tax (Legal & Research), Room no. 413, 4<sup>th</sup> Floor, Drum Shaped Building, I. P. Estate, New Delhi-110002 by **17<sup>th</sup> November 2023 up to 6 PM**. The applications can also be sent through e-mail at **delhi.ito.lr.admin@incometax.gov.in** followed by a hard copy within the stipulated time. Applications received after due date or without supporting documents will not be considered.



4. Application form is at **Annexure-II**.

**Encl: Annexure-I & II**

*Handwritten signature and date: 24/07/2023*

**(K. K. Gupta)**  
**Income Tax Officer (Admn.) (L & R)**  
**Directorate of Income Tax (Legal & Research)**  
**New Delhi**

**Copy to:**

1. ADG(Systems)-4, Delhi with request to publish on Income Tax Department's website ([www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)).
2. The CIT(Admin & TPS), Delhi for information with request to upload on the Departmental website <https://incometaxdelhi.org/> and for wider circulation.
3. The building-in-charge of CR Building, Civic Centre, Vikas Bhawan, Drum Shaped Building, Mayur Bhavan, Laxmi Nagar, NBCC Plaza, Saket, R.K. Puram, Jhandewalan, Yashwant Place, Vasant Kunj, Hans Bhawan, Dayal Singh Library.
4. The CIT(DR)(Admin), ITAT, Delhi with request to display the vacancy circular on the notice board of Lok Nayak Bhawan.
5. The Registrar, Hon'ble Delhi High Court, with the request to have it notified on the notice board.
6. The Registrar, NCLT, Delhi Bench, with the request to have it notified on the notice board.
7. The Secretary, The Board of Authority for Advance Rulings-I, New Delhi, with the request to have it notified on the notice board.
8. Bar Council of India, 21, Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi - 110 002.
9. Bar Council of Delhi, 2/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi-49.
10. Faculty of Law, Jamia Millia Islamia, Jamia Nagar, Delhi with request to have it notified on notice board.
11. Faculty of Law, University of Delhi, Chhatra Marg, Delhi - 110007 with request to have it notified on the notice board.
12. Guru Gobind Singh Indraprastha University, University of Delhi, Opposite TV Tower, Pitampura with request to have it notified on the notice board.
13. NLU Delhi (NLUD) - National Law University, Sector 14, Dwarka, Delhi with request to have it notified on the notice board.
14. JDIT(DBC), CBDT with request to upload on the [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in).

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**DIRECTORATE OF INCOME TAX (LEGAL & RESEARCH)**

**NOTICE FOR ENGAGEMENT OF LEGAL CONSULTANTS ON CONTRACT BASIS**

The Directorate of Income Tax, Legal and Research, Central Board of Direct Taxes is entrusted with matters related to litigation before the Hon'ble Supreme Court of India. The Directorate hereby invites applications from eligible personnel under this scheme to work in the Directorate as "Legal Consultants" on contract basis.

1. **NUMBER OF LEGAL CONSULTANTS:** A maximum **Eight (08)** number of Legal Consultants will be selected at a time.
2. **ELIGIBILITY**
  - a) Law Graduates with minimum 3 years' experience (Preference will be given to Post Graduates and Work Experience in direct taxes)
  - b) Knowledge and experience of carrying out research and analysis on legal databases (Preference will be given to candidates who have published research paper or articles),
  - c) The applicant should have good working knowledge of English language including drafting skills in English,
  - d) The applicant should have fair knowledge of computer application such as MS Word, MS Excel and PowerPoint etc,
  - e) Age Limit: Not exceeding 35 years as on date of advertisement
3. **SCOPE OF ENGAGEMENT**
  - a) The Scope of Work of the Legal Consultant will include, but shall not be limited to, providing assistance to the Directorate:
    - i) Assistance in carrying out research and processing of legal matter,
    - ii) Research and analysis of legal database,
    - iii) Any other matter assigned by the Directorate.
4. **FEE & ALLOWANCE**
  - a) A lump sum fee of **Rs. 80,000/- per month** shall be paid. No amount over and above Rs. 80,000 per month shall be payable.
5. **PERIOD OF ENGAGEMENT**
  - a) One (1) year on full time basis which can be extended by a further period of one (1) year subject to the satisfactory performance of the Legal Consultant.





## 6. SCREENING & SELECTION PROCESS

- a) The application forms submitted by the candidates will be screened by the Screening Committee within the Directorate. The names of the shortlisted candidates for the interview shall be posted on the Department's website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The shortlisted candidates will also be informed on their respective email id for the interview. The candidates will appear for interview before Selection Committee. No TA or DA shall be paid for attending the interview. At the time of interview, the candidates shall have to produce their certificates, in original, for verification.

## 7. GENERAL TERMS AND CONDITIONS

- a) The Consultant would follow the regular working office hours to attend office from Monday to Friday. If required, he/she can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours as per the requirement.
- b) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of the engagement. Accumulation of leave beyond a Calendar year may not be allowed. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- c) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Directorate shall remain with the same.
- d) The Consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the Directorate. The Consultant would be required to sign a non-disclosure undertaking.
- e) The Consultant shall in no case represent or give opinion or assist any other department/party in any matter during the currency of the Consultancy nor will she/he indulge in any activity outside the terms of the contractual assignment.
- f) The Consultancy location shall be on the 4th Floor, Drum Shaped Building, I.P. Estate, New Delhi-110002.

## 8. TERMINATION OF ENGAGEMENT

- a) The engagement shall automatically stand terminated at the end of the period unless extended by the Directorate, on mutual consent of both the parties. The Directorate may terminate the Consultancy under any of the conditions mentioned below:
  - i) The Consultant is unable to address the assigned work,
  - ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Directorate.





- iii) The Consultant fails in timely achievement of the targets as finally decided by the Directorate.
  - iv) The Consultant is found lacking in honesty and integrity, decision in which regard of the Controlling Officer/ Competent Authority in the Directorate shall be final.
  - v) If a selected candidate fails to join on the date of joining, he / she may be debarred for a period of six months.
  - vi) In case any Consultant want to discontinue, minimum 15 days prior written notice is required to be submitted by letter/e-mail to Directorate of Income Tax (Legal and Research), New Delhi.
  - vii) The Competent Authority in the Directorate may also terminate the services of the Consultant at any time without giving any notice and also without assigning any reason.
  - viii) The termination will be without prejudice to either party's rights accrued before termination.
  - ix) If any declaration/ information furnished by the Consultant is found false or the Consultant is found to have wilfully suppressed any material fact(s), he/she will be liable for termination of Consultancy including any administrative and/or legal action as the Directorate may deem fit.
- b) Any breach of Contract executed by the Consultant with the Directorate shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Legal Consultant from future engagement by the Directorate.
- c) The decision of the DGIT(L&R), Directorate of Income Tax (Legal and Research), Delhi shall be final and binding on the Consultant. In the event of escalation of any matter to the Courts, the matter shall be limited to Courts in Delhi only.

## 9. CONDUCT & INTEGRITY

- a) The Consultant shall maintain discipline and absolute integrity in her/his conduct during the period of the engagement in the Directorate. The Consultant shall be bound to hand over the entire set of records of assignment to Directorate before the expiry of his/her tenure and before the final payment is released by the Directorate.

## 10. DISCLAIMER

- a) The Consultant shall not be eligible for any claim or any other benefit/ compensation under provisions of any Act/Rules applicable to regular Government employees. The engagement does not grant the Consultant any right for future employment, regularization in Income Tax Department or any benefits admissible to the employees of the Department.

11. Eligible & willing candidates may furnish their applications in the attached form by email to [delhi.ito.lr.admin@incometax.gov.in](mailto:delhi.ito.lr.admin@incometax.gov.in) by **17<sup>th</sup> November 2023 up to 6 PM**. Selected candidates shall be informed by email. No further communication shall be made with rest of the candidates.





**DIRECTORATE OF INCOME TAX (LEGAL & RESEARCH)**

**APPLICATION FOR ENGAGEMENT AS LEGAL CONSULTANTS**

**Photo of  
the  
Applicant**

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth (dd/mm/yyyy) : \_\_\_\_\_
4. Gender : \_\_\_\_\_
5. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Phone no./ Mobile no. : \_\_\_\_\_
7. Email ID : \_\_\_\_\_
8. Educational Qualification :

Exams Passed	Name of the Institution/College/School with details of course/subjects	Board/University	Year of Passing	Percentage of Marks/CGPA
Post Graduation, if any				
Graduation				
10+2 (XII)				
10 (X)				





**Declaration**

"I declare that the above information is true and correct to the best of my knowledge and belief. I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. I do hereby declare that I will submit the necessary documents viz. **12<sup>th</sup> Marksheet, Graduation Marksheet, LLB and/or LLM Marksheet and other necessary experience certificate(s)** on selection in the scheme in the Directorate. If I fail to submit the same my candidature will be summarily rejected without affording any opportunity."

**Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of the Applicant:** \_\_\_\_\_

