



**केन्द्रीय ऊन विकास बोर्ड, वस्त्र मंत्रालय, भारत सरकार**  
**Central Wool Development Board, Ministry of Textiles, Govt. of India**

प्रथम तल, बीएसएनएल बिल्डिंग, मानजी का हत्था, पावटा, जोधपुर - 342 006 (राजस्थान)

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No. CWDB/Estt./Post/Legal Advisor/2025/865

Dated: 31.07.2025

**Sub.: Services of Legal Assistant in the Central Wool Development Board, Ministry of Textiles, Govt. of India, Jodhpur on contract basis –regarding.**

The Central Wool Development Board, Jodhpur invites applications from the prospective applicants for the aforesaid position in the Central Wool Development Board on contract basis.

2. The eligible candidates may apply within 30 days from the issue of this advertisement.

3. The details of the eligibility criteria and functions to be performed by the Legal Assistant are at annexure –I.. The interested Candidates may submit an application alongwith copies of educational qualification and experience certificates as per the format enclosed as Annex-II

4. The Central Wool Development Board proposes to engage the services of Legal Assistant on contract basis initially for a period of one year from the date of their engagement, on temporary basis which may be extendable on a yearly basis for upto 3 years at the discretion of the Competent Authority.

**(A) Eligibility Criteria-**

- i. The candidate should possess the Bachelor's or Master's Degree in Law from a recognized University and/or Institute in India duly recognized by the Bar Council of India.
- ii. He/ She should be qualified to be registered as an advocate in the Bar Council of India in terms of Advocate's act, 1961.
- iii. He/she must have an experience in Court of Law or expert in legal matters with sufficient experience working in government department having handled court matters.
- iv. He/she should have excellent written and oral communication and interpersonal skills. Knowledge of computer applications such as MS word, MS Excel, Power point etc. are essential.

**(B) Age Limit-** Not more than 45 years as on 01.08.2025

**(C) General conditions of engaging Legal Assistant:**

- (i) The engagement as Legal Assistant will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Central Wool Development Board.
- (ii) Legal Assistant would be engaged for a fixed period for providing high quality services to the Central Wool Development Office or for attending to specific and time bound jobs.
- (iii) The appointment of Legal Assistant would be on full time basis and they would not be permitted to take up any other assignment during their engagement as Legal Assistant in the Central Wool Development Board.
- (iv) The appointment of Legal Assistant is temporary in nature and the same can be cancelled at any time by the Central Wool Development Board without assigning any reasons thereof.

(v) **Scope of work:**

- (a) Legal Assistant will report for duty to the Central Wool Development Board.
- (b) Legal Assistant shall deal with the court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the competent authority.
- (c) Legal Assistant will prepare para-wise comments on all OAs, writ petitions, SLPs, PILs filed for the CWDB/IOI and coordinate with Standing Counsel for legal proceeding after draft approval of the Competent authority.
- (d) Legal Assistant will examine the cases with the specific recommendations on appropriate course of legal action required in the cases referred to them.
- (e) Legal Assistant will scrutinize & examine the draft counter reply affidavit prepared by the Central Government Standing Counsel with reference to the para wise comments and suggest appropriate and adequate amendments/improvements/developments in the draft counter reply affidavit to be filed in the CAT/Courts where IOI/CWDB is/are impleaded as respondents/defendants parties;
- (f) Legal Assistant will ensure monitoring of filing of counter replies in time and suggest to take appropriate and adequate action to be taken in the time in the court cases;
- (g) Legal Assistant will be required to visit CAT/High Court/Civil Courts and when required/directed or suggested by them to assist the official representatives thereon the date of hearing of the court cases;
- (h) Legal Assistant will be required to assist the officers/officials in briefing/discussing the court matters with the concerned Central Government Standing Counsel in the court cases;
- (i) Legal Assistant will also examine the orders/judgments of CAT/Courts and advise further course of action to be taken in respect of the matter;
- (j) Legal Assistant may be required to train the dealing staff of the Central Wool Development Board Office to ensure capacity build-up to improve efficiency in the handling disposal of court cases;
- (k) Legal Assistant will maintain the list of pending court cases in CWDB & copies of judgments/orders of the courts/CAT reached finality on different issues on service matters of Central Government employees;
- (l) Legal Assistant shall process court cases as and when required, and attend meetings on the review of court cases;
- (m) Legal Assistant will submit the status report of the court cases to the Central Wool Development Board by the evening of last working day of a week regularly;
- (n) Legal Assistant will be responsible for keeping official records in their safe custody. Any loss of the records under their custody will accrue to them.
- (o) Perform such other work of legal nature, as may be trusted from time to time.
- (p) Legal Assistant shall also assist the CWDB in any policy decision/matter as and when required by the CWDB

(D) **Period of engagement:** The selected candidate will be appointed initially for a period not exceeding one year. The maximum continuous engagement for a person as Legal Assistant would be 3 years. **The extension beyond 3 years will be allowed only after review of performance.**

(E) **Monthly entitlements of Legal Assistant:** i. The monthly consolidated remuneration will be paid to the Legal Assistant will be Rs. 55000/- . The Legal Assistant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Medical reimbursement, Pension, gratuity etc. However, In case he/she is required to travel outside Jodhpur in the context of the work/assignment, the CWDB shall reimburse the TA/D.A.as mentioned below.

ii. The Legal Assistant shall not claim any benefit/compensation/absorption/regularization of service with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970

iii. 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 CWDB will issue TDS certificate.

(F) **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at following rates:

a. TA- Reimbursement of Second AC Train fare

b. DA- Reimbursement of Hotel accommodation of upto Rs. 1500/- per day; reimbursement of travel charges of upto Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.

(G) **Selection Procedure:** The engagement shall be purely on contractual basis. Applications in response to this advertisement shall be shortlisted on the basis of experience and qualification as mentioned above. The Legal Assistant shall be selected from short listed candidates by the Executive Director, CWDB. The decision of Competent Authority on the basis of personal interview by a selection committee shall be final and binding. No TA/DA will be paid for attending the interview.

(H) **Confidentiality - i.** During the period of engagement with the CWDB, the legal Assistant would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/have the same.

ii. The Legal Assistant appointed by the CWDB shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the CWDB.

iii. The Legal Assistant will maintain absolute confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the engagement.

(I) **Termination of Service:** The services of the Legal Assistant may be terminated by giving 15 days notice in writing by the concerned Division with the approval of the Executive Director, CWDB. In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendations of the CWDB.

ii. **The CWDB may terminate a contract to which these terms apply if-**

a. The Legal Assistant is unable to address the assigned work.

b. Quality of assigned work is not to the satisfaction of the Department.

c. If the Competent authority elects not to renew the contract of the Legal Assistant at the end of the initial contract period.

d. The Legal Assistant is found lacking in honesty or integrity or violates the confidentiality clause.

e. Any other reason as may be required.

5. The Central Wool Development Board reserves the right to annul any clause of the advertisement without assigning any reason thereof.

  
Executive Director

**APPLICATION FORM FOR ENGAGEMENT AS LEGAL ASSISTANT IN CWDB**

1. Name :
2. Father's/Husband's Name:
3. Address for Correspondence :  
Permanent Address :
4. Contact Details  
(a) Telephone No. :  
(b) Mobile No. :  
(c) E-Mail :
5. Date of Birth-: Age as on 01.08.2025:

6. Educational Qualifications (10<sup>th</sup> onwards) : (certificates)

<i>Examination Passed</i>	<i>Board/University</i>	<i>Subject/Discipline</i>	<i>Year of Passing</i>	<i>% of Marks</i>

7. Date of enrolment with the Bar Council: (Enclose self-certified copy of enrolment certificate)
8. Years of practice in various Courts/ Tribunals/ Other Forums: (Details to be furnished along with supporting documents, viz, latest judgments( past 5 years ) ] & if necessary, separate sheets can be attached)
9. Experience in handling Legal Issues/ Litigation on behalf Government/ Government Agencies/ Public Sector Undertaking/ other statutory Bodies etc.: (Details to be furnished along with supporting documents & if necessary, separate sheets can be attached)
10. Area(s) of practice with specialization:
11. Any other facts which you consider relevant in the context of your suitability/ Notable achievements

I hereby undertake that the information given is true and correct. I agree to the terms and conditions for engagement as Legal Assistant in CWDB.

Place :

Date :

Name & Signature of advocate