



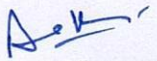
**OFFICE OF THE CUSTODIAN
THE SPECIAL COURT (TORTS) ACT, 1992
MINISTRY OF FINANCE
DEPT. OF FINANCIAL SERVICES
ROOM NO.15, 4th FLOOR, JEEVAN DEEP BUILDING
SANSAD MARG, NEW DELHI – 110001**

Subject :- Engagement of Sr. Advisor at New Delhi on contract basis.

Applications are invited for engagement of Sr. Advisor in the Office of the Custodian, an office under the administrative control of Ministry of Finance, Department of Financial Services, located at Delhi. The post for engagement of Sr. Advisor is to be filled up by Government Servants who have retired from the post of pay Level-11 and above and rendered at least 5 years of service in Level-11 prior to retirement. The engagement of Sr. Advisor will be purely on short term contract basis. The initial engagement as Sr. Advisor would be for a period of one year, which may be extended for further period or till the closure of office of the Custodian whichever is earlier, depending upon the requirement /performance of the incumbent during the period of contract. No extension shall be provided beyond the age of 65 years. A fixed monthly remuneration of Rs.61500/- or the existing basic pension plus Dearness Relief, whichever is less, shall be paid.

The Application form in prescribed format may be sent to the undersigned within Thirty days from the date of publication in Employment News. Applications received after the last date and incomplete in any respect are liable to be summarily rejected. For any query, please contact Shri Anil Kumar, Under Secretary on Tel. No. 011-23746413.

The Application format, eligibility criteria and other terms and conditions are available on website: <https://financialservices.gov.in/beta/en/page/office-custodian> .


(Anil Kumar)

Under Secretary to the Govt. of India

Dated: 24 October, 2025

Office of the Custodian, The Special Court (TORTS) Act, 1992, Department of Financial Services, Ministry of Finance, Government of India, 4th Floor, Jeevan Deep Building, Sansad Marg, New Delhi-110001

Terms and Conditions for Engagement of Sr. Advisor

1. Eligibility :

- 1.1 The candidate should have retired from the Central Government Ministry/Department from the post of pay **Level-11** and above. In case candidate held the post of **Level -11 at the time of Retirement, he/she should have more than five (05) years of experience in Level-11 prior to retirement and should have exposure in handling legal matters.**
- 1.2 The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such MS Word, MS Excel and Power Point etc.
- 1.3 The candidate should have fair knowledge in noting/drafting, capable of handling Court matters, various establishment/finance related rules/regulations of Govt. of India.
- 1.4 The Candidate having LLB degree from a recognized university and more than 10 years of experience in handling Court Cases or related issues will be preferred.

2. Job Description:

- 2.1 Examination of Court cases related to Security Scam filed under Special Court (TORTS) Act 1992.
- 2.2 Preparation of para-wise for Reply Affidavit to be filed in Special Court (Bombay High Court) / Supreme Court on behalf of Custodian.
- 2.3 Examination of Court Orders for further action / compliance.
- 2.4 Interaction with empaneled counsels/ Advocate on Records of Custodian Office in connection with Court Cases pertaining to Custodian Office.
- 2.5 Preparation of background notes as and when required for the meeting of Custodian with other Ministries/Departments.
- 2.6 Any other work assigned by the Custodian/ Higher Authorities.

3. Period of Engagement:

- 3.1 The engagement will be purely on short term contract basis. The initial engagement would be for a period of one year, extendable for further period depending upon the requirement in this office/performance of the incumbent during the period of contract or till the closure of office of the Custodian whichever is earlier.
- 3.2 The engagement would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement.

- 3.3 The engagement of Sr. Advisor would be of a temporary nature against the tasks assigned. The engagement can be cancelled or terminated at any time by office of the Custodian, without assigning any reason.
4. **Age Limit**
- 4.1 Not more than 63 years of age on the last date of application.
5. **Remuneration**
- 5.1 A fixed monthly remuneration of Rs.61500/- or the existing basic pension plus Dearness Relief, whichever is less, shall be paid. This remuneration shall remain same till next two years.
6. **Working facilities to be provided:**
- 6.1 Only the basic facilities/infrastructure will be provided. No Transport or Telephone/Internet facility at residence etc, shall be provided.
7. **Other entitlements:**
- 7.1 Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
- 7.2 TA/DA: No TA/DA is admissible for joining the assignment or on its completion. TA/DA will be allowed on official tour, if any, as per his/her entitlement at the time of retirement.
- 7.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the office of the Custodian.
- 7.4 **Transportation Allowance:** No Transport Allowance shall be allowed.
8. **Working hours**
- 8.1 The Sr. Advisor shall have to work as per the working hours of the office of the Custodian, New Delhi. However, depending on the exigency of work, one may be required to come early or sit late after office hours to complete the time bound work or attend office on holidays. No extra remuneration would be payable if work requires late sitting or coming on holidays.
9. **Tax deduction at Source (TDS)**
- 9.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.
10. **Confidentiality of data and document**

- 10.1 The Sr. Advisor shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this office. The Sr. Advisor shall be bound to hand over the entire set of records of assignments to the office on or before the expiry of the contract and before the final payment is released by the office.

11. Conflict of Interest

- 11.1 The Sr. Advisor engaged 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 this office. He/She would not be permitted to take up any other assignment during the period of course.

12. Termination of service

- 12.1 Office of the Custodian, New Delhi may terminate the services of the Sr. Advisor, if:
- 12.1.1 He/She is unable to accomplish the assigned works.
- 12.1.2 Quality of the accomplished work is not to the satisfaction of the Sr. Officers of the office of the Custodian.
- 12.1.3 He/She fails in timely achievement of the milestones as decided by office of the Custodian.
- 12.1.4 He/She is found lacking in honesty and integrity.
- 12.1.5 The requirement of Sr. Advisor for the work assigned ceased to exist.
- 12.2 The services can be terminated by the office of the Custodian by giving 30 days notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

13. Accident, Injury, etc. during the period of engagement

- 13.1 Office of the Custodian shall not be responsible for any loss, accident, damage, injury suffered by the Sr. Advisor whatsoever arising in or out of the execution of his work, including travel.

14. Rights of Office of the Custodian

- 14.1 Office of the Custodian, New Delhi reserves the right to cancel and not to proceed in the matter for engagement of Sr. Advisor at any stage without giving any reason, whatsoever.

Annexure – II

Application for engagement of Sr. Advisor in the Office of the Custodian, New Delhi

Recent
passport size
photograph

1. Full Name (in Block Letters) :
2. Father's/Husband Name :
3. Date of Birth :
4. Contact Details (Mobile/Tel & Email ID) :
5. Permanent Address :
6. Address for communication :
7. Age as on date :
8. Whether Physically handicapped :
9. Date of retirement and the post from which retired (Enclose copy of retirement order) :
10. Name of the Ministry/Department from which retired :
11. Last Pay Drawn (Please enclose copy) :
12. Education qualification (s) :
13. Details of LLB Degree :

Name of University	Year of Passing	Regular/Part-time

Note: Enclose self attested copy of LLB degree

14. P.P.O. No. (Please enclose copy of PPO) :
15. Details of computer knowledge :

16. Details of experience (Add separate sheet, if required).

Name of employer (Ministry/Deptt.)	Name of the post with Pay Level	Period		Brief description nature of duties performed
		From	To	

Declaration

I hereby declare that particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of the office of the Custodian, New Delhi in this regard. I have read this circular and ready to accept all the terms and conditions for engagement of Senior Advisor.

Place :

Date :

Signature

(Full Name of Applicant)