

ENGAGEMENT OF SENIOR LEGAL CONSULTANT ON CONTRACT BASIS

National Minorities Development & Finance Corporation (NMDFC), a Government of India Undertaking under the Ministry of Minority Affairs, invites applications from eligible and experienced professionals for engagement as Senior Legal Consultant on contract basis for providing legal advisory services, handling litigation matters and assisting the Corporation in legal and contractual matters.

Position Details:-

<u>Particulars</u>	<u>Details</u>
Name of Position	Senior Legal Consultant
Number of Positions	01 (One)
Nature of Engagement	Contractual
Place of Posting	NMDFC Headquarters, New Delhi
Duration	Initially for one year, extendable based on performance and requirement of NMDFC
Category	Senior Consultant

Terms of Reference (TOR): -

The Legal Consultant shall be responsible for:

A. Brief Case History Preparation

The Legal Consultant shall prepare and maintain a comprehensive Brief Case History for every case assigned to NMDFC, whether existing or newly filed. The Brief Case History shall include, at a minimum:

- Case title, case number, name of court/tribunal, date of filing, and parties to the proceedings.
- Concise background and statement of facts.
- Cause of action and core legal issues involved.
- Relief claimed/sought by each party.
- Chronological hearing history with dates and summary of orders passed at each stage.
- Current status of the case and directions/orders subsisting.
- Next date of hearing and action required before/on that date.
- Assessment of the merits, strengths, and weaknesses of NMDFC's position.
- Risk assessment — probability of success or adverse outcome.
- Recommended strategy and next steps.
- Financial exposure (amount at stake) to NMDFC.

B. LIMBS Portal Management and Updation

The Legal Consultant shall be responsible for ensuring that all case-related information of NMDFC is maintained in an accurate and timely manner on the LIMBS Portal (Legal Information Management & Briefing System) of the Ministry of Law & Justice, Government of India. Responsibilities include:

- Regular and prompt updating of all pending and new cases on the LIMBS Portal.
- Ensuring accuracy and completeness of data entered on the portal, including case status, next date of hearing, orders passed, and outcome.
- Coordinating with panel advocates and NMDFC officers to collect necessary information for portal updation.
- Reconciling NMDFC's internal case records with LIMBS Portal data on a monthly basis and reporting discrepancies if any.
- Ensuring compliance with all directions and guidelines issued by the Ministry of Law & Justice regarding LIMBS Portal reporting.

All LIMBS Portal entries shall be updated within 3 working days of any development in a case (hearing, order, filing, etc.).

C. Review of Existing Files — Analysis of NGO/SCA Entry into Litigation and Recovery Strategy

The Legal Consultant shall thoroughly review all existing legal files of NMDFC pertaining to defaulting NGOs, State Channelising Agencies (SCAs), and other borrowing entities. Based on such review, the Consultant shall:

1. Prepare a structured written Analysis Report documenting:
 - The manner and circumstances in which each NGO/SCA entered into litigation with NMDFC (whether as plaintiff, defendant, petitioner, or respondent).
 - The legal positions taken by the NGO/SCA, including any defences raised.
 - Observations on any weaknesses in NMDFC's previous pleadings, documentation, or legal positions, along with recommendations to strengthen future cases.
 - The current quantum of outstanding dues (principal, interest, penalty, and other recoverable charges, if applicable) owed by each defaulting entity.
 - A comprehensive review of all relevant case files, legal records, and supporting documents to assess the current status of each matter.
 - Preparation of a detailed action plan outlining the legal and administrative options available to NMDFC, along with recommendations for further action.
 - Submission of the analysis report and recommendations to the Management for consideration and decision-making.
 - Upon receipt of Management's directions, initiate and coordinate the appropriate legal and administrative actions, ensuring that all actions taken are duly documented and periodically reported to the Management.
2. Advise NMDFC on the following recovery mechanisms available against defaulting NGOs/SCAs:
 - Filing and prosecution of Recovery Suits in appropriate courts/tribunals.
 - Invocation of Government Guarantee provided by the concerned State Government.

- Proceedings before Debt Recovery Tribunals (DRT) and Debt Recovery Appellate Tribunals (DRAT), wherever applicable.
 - Proceedings under the SARFAESI Act, 2002, wherever applicable.
 - Execution of decrees already passed in favour of NMDFC, including attachment and sale of properties.
 - Insolvency/winding-up proceedings under the Insolvency and Bankruptcy Code, 2016, wherever applicable.
 - Any other legal mechanism for recovery available under applicable law.
3. Prepare a prioritised Recovery Roadmap identifying major defaulters, recommended legal route for each, estimated recovery potential, and suggested timelines for action.

D. Drafting of Recovery Letters and Notices to Agencies and Statutory/Regulatory Bodies

The Legal Consultant shall draft all outward legal correspondence required for fund recovery and legal proceedings, including:

1. Legal Notices to defaulting NGOs/ Members of NGOs, SCAs, and individual beneficiaries demanding repayment of outstanding dues, in the prescribed format.
2. Demand Notices under Section 138 of the Negotiable Instruments Act, 1881, for dishonoured cheques issued by defaulters.
3. Letters to State Governments for invocation of Government Guarantees given on behalf of defaulting SCAs.
4. Letters/complaints to statutory and regulatory bodies with which the defaulting NGOs/SCAs are registered, including but not limited to:
 - Registrar of Societies / Charity Commissioner.
 - NITI Aayog (Darpan Portal) / Ministry of Home Affairs (FCRA registrations).
 - Any other competent registration or supervisory authority.
5. Notices under SARFAESI Act, DRT Rules, and other applicable laws for enforcement of security interest, wherever applicable.
6. Any other legal notice, demand letter, or formal correspondence as directed by NMDFC from time to time.

All drafts shall be prepared in a professionally formatted, legally sound manner.

E. Litigation Monitoring

The Legal Consultant shall act as the nodal point within NMDFC for all litigation-related coordination:

- Prepared all legal drafts (petitions, replies, written submissions, vakalatnamas, etc.).
- Attending court hearings, and ensuring that NMDFC's interests are adequately represented.
- Tracking all hearing dates, maintaining a litigation calendar, and ensuring that no date is missed.
- Timely submission of reports and updated case summaries after each hearing.
- Reporting litigation status to NMDFC management.

F. Legal Advisory and Opinions

The Legal Consultant shall provide written legal opinions on all matters referred by NMDFC officers, including:

- Contractual matters — loan agreements, guarantee agreements, MOUs, and other contracts.
- Service matters — disciplinary proceedings, suspension, termination, pension, gratuity, and related service rules.
- Statutory compliance — whether proposed actions or schemes comply with applicable laws and regulations.
- RTI matters — legal advice on responses to RTI applications and first/second appeals.
- CVC/Vigilance matters — legal aspects of vigilance investigations and disciplinary proceedings.
- Financial matters — recovery, write-off, compromise settlements, and waivers.
- Labour law matters — ESI, PF, contractor compliance, workmen disputes.
- Corporate/company law matters as applicable to NMDFC's operations.
- Any other matter specifically referred by an authorised officer of NMDFC.

G. Vetting of Documents and Agreements

- Vetting of all agreements, MOUs, contracts, circulars, notifications, and policy documents from a legal standpoint before issuance.
- Identifying legal risks and suggesting modifications to protect NMDFC's interests.

H. Drafting of Legal Documents

- Drafting of writ petitions, civil petitions, appeals, revisions, and all types of court/tribunal filings as required.
- Drafting of replies, rejoinders, counter-affidavits, written statements, and written submissions.
- Drafting of vakalatnamas, applications, and miscellaneous petitions.
- Drafting of agreements, MOUs, and other legal instruments as required by NMDFC.
- Drafting of any other legal document as directed by NMDFC from time to time.

I. Compliance and Regulatory Monitoring

- Monitoring legal and regulatory developments relevant to NMDFC's operations, including amendments to applicable statutes and court judgements.
- Submission of a monthly Compliance and Legal Update Note to NMDFC management by the 5th of each month.
- Provided the information requested by the audit team and prepared timely, accurate responses to audit queries related to legal and regulatory matters.
- Advising NMDFC proactively on compliance requirements under applicable statutes and regulations.

J. Other Works

- i. Providing legal advice and opinions on matters relating to NMDFC's operations, schemes, contracts, policies and administrative issues.
- ii. Drafting, vetting and reviewing agreements, MoUs, contracts, tenders, service agreements, guarantees, affidavits, undertakings and other legal documents.
- iii. Handling litigation matters pertaining to NMDFC before various Courts, Tribunals, Consumer Forums, Arbitration Panels and other judicial/quasi-judicial authorities.
- iv. Coordinating with panel advocates, law firms and Government counsel engaged by NMDFC.
- v. Monitoring court cases and maintaining litigation database and records.
- vi. Examining legal implications of policy decisions and providing risk assessment.
- vii. Assisting in recovery proceedings, arbitration matters and enforcement of contractual obligations.
- viii. Advising on compliance with statutory provisions, Companies Act, Contract Act, Arbitration and Conciliation Act, RTI Act, labour laws, service matters and other applicable laws.
- ix. Assisting in disciplinary matters, vigilance-related legal issues and drafting replies to legal notices.
- x. Any other legal assignment entrusted by the Competent Authority from time to time.

Essential Qualifications: -

This would consist of professional having qualification of Masters' Degree in relevant field/ subject or technical qualifications like MBA or equivalent as specified in the TOR for the specialization/ field with minimum post qualification experience of 10 years in the requisite field. The candidates should have high competency and established peer reputation.

Retired Government Employees with Grade Pay of Rs. 5400/ Level-10 (7th Pay Commission) and above with 10-year Experience and knowledge of required domain field as specified in the TOR for specialisation field would also be eligible.

Age Limit:

Maximum age shall ordinarily be 65 years as on the closing date of receipt of applications.

Remuneration:

As per NMDFC Guidelines for Engagement of Consultants. The remuneration of Senior Consultants shall be Rs 90,000/- per month (all inclusive).

Allowance:

Consultants shall not be entitled to any allowance such as D.A, Residential phone, Transport facility, residential accommodation, personal staff, medical reimbursement, mobile expenses etc. However, they will be entitled for "Local Conveyance" as per the equivalence prescribed i.e., IDA pay scale of E-5 in NMDFC. No TA/DA will be admissible to them for joining the assignment or on completion of the assignment.

Leave: -

The consultant shall be entitled to 12 days leave in a calendar year on pro-rata basis as per NMDFC guidelines. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a calendar year (calculated on a pro-rata basis). Also, un-availed leave in the calendar year cannot be carried forward to next calendar year.

Selection Process: -

The selection shall be based on:

- Scrutiny of applications.
- Shortlisting of eligible candidates.
- Personal interaction/interview before the Selection Committee constituted by NMDFC.

NMDFC reserves the right to restrict the number of candidates called for interview.

General Conditions: -

(a) Tax deduction at source (TDS) will be effected as per the prevalent rules and necessary TDS certificate will be issued by NMDFC.

(b) NMDFC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicle of the personnel.

(c) The consultants would have no lien on any job and such engagements may be cancelled at any time by the NMDFC without assigning any reason.

(d) The consultants shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters which are of confidential nature.

(e) The Consultant shall not claim any benefit/ compensation/ absorption/regularization of service with this office under the provision of Industrial Dispute Act,1947 or contract labour (Regulation and abolition) Act, 1970.

(f) The Consultants may be called on Saturdays, Sundays or any other holidays, if required.

(g) If any declaration given or information furnished by consultants proves to be false or if the consultant is found to have wilfully suppressed any material information, he/she will be liable for immediate termination, in addition to appropriate administrative and/ or legal action by NMDFC as may be deemed necessary.

(h) In the context of work in NMDFC, the consultants shall not publish a book himself/herself or through a publisher or contribute any article to a book or compilation of articles or participate telecast/radio broadcast or contribute any article or write a letter to a newspaper pseudonymously or in the name of any other person. NMDFC would take appropriate administrative / legal action, If such book article, telecast/broadcast or letter relates to subject, which is connected with a work aforesaid, not only during the period of this job contract but also thereafter.

(i) During the period of assignment with the NMDFC, it is likely that Consultants may come across certain information of importance or secret nature. Consultants would, therefore, be subject to the provision of the Indian Official Secret Act, 1923, not only during the period of their assignment but also thereafter. More importantly, Consultant will not divulge any information gathered by him/her during the period of his/her assignment to any one unless authorized by Competent Authority to do so.

How to Apply: -

The detailed procedure for submitting the application is enclosed as Annexure-A.

Submission of Applications: -

Eligible candidates who fulfil the prescribed qualifications, experience and other eligibility conditions are required to submit their duly filled-in application in the prescribed format, along with self-attested copies of all relevant certificates and supporting documents, through e-mail only.

The complete application should be sent to the following e-mail ID: ✉ nmdfc.hrm.admn@gmail.com

Important Dates:-

Opening Date of Advertisement	25.08.2026
Last Date for Receipt of Applications	08.09.2026
Date of Interview	To be intimated separately

Disclaimer: -

NMDFC reserves the right to cancel, modify or withdraw this advertisement or any part thereof at any stage without assigning any reason. The decision of NMDFC in all matters relating to selection shall be final and binding.

Application for engagement as consultant in NMDFC

1. Name _____

2. Father's name _____

3. Date of Birth _____

4. Domicile _____

5. Nationality _____

6. Mailing Address (with telephone no and email address) _____
_____7. Permanent Address _____

_____**8. Educational Qualification**

Sr. No.	Course	Subject	University/Institute	Year of passing	Division/class

9. Work experience

Sl No.	Organization/ Institute	Period from to	Nature of work	Remarks

10. Whether SC/ST/OBC: _____

11. If retired Govt. officer last pay drawn (copy of LPC thereof)

CDA+ Grade pay (last pay drawn Pay+DA+GP) _____

IDA scale of pay and last pay drawn (Basic+DA) _____

12. Amount of monthly pension : _____

13. Date of retirement along with copy of orders _____

12. Reference (i)

(i) Name and full Address _____

Phone _____ email ID _____

13. Reference (ii)

(i) Name and full Address _____

Phone _____ email ID _____

(Signature)

Date: _____
