

L-09/2/2025-Legal Cell (E-4030207)
Government of India
Ministry of Micro, Small and Medium Enterprises
(Legal Cell)

Udyog Bhawan, New Delhi.
Dated: 21st May, 2025.

Vacancy Circular

Subject: Engagement of Young Professionals (YPs) and Consultants in Legal Cell, Ministry of Micro, Small and Medium Enterprises (MoMSME), Govt. of India.

Applications are invited from eligible candidates (Indian citizens), for their whole- time (full times) services as individual Young Professionals (YPs) and Consultants, on contractual basis, for an initial period of One (01) year, extendable upto three (03) year on a yearly basis, as per the following details:

S.No.	Category of YPs/Consultants	Number of Vacancies
1.	Young Professional(Legal)	2
2.	Consultant(Legal)Grade1	1
3.	Consultant(Legal)Grade2	1

1. Services to be rendered:

- a. Analysis, recommendations, advice, opinion, comments and drafting relating to the following, including assistance in the processing and disposal of references in respect of the same:
 - i. Legislation, subordinate legislation, notifications, advisories, clarifications etc., pertaining to matters relating to MSMED Act of 2006, administration of the MSMED Act, 2006, KVIC Act 1956, Coir Industries Act 1953 and other related laws;
 - ii. Handling of cases from National Commission for SC/ST/OBC/Women etc.
 - iii. Legislative and other proposals of a legal nature pertaining to matters dealt with by other Ministries/Departments of the Government of India and State Governments and referred to or taken up by MoMSME for examination, inputs, comments etc.;
 - iv. Treaties, agreements and conventions with any other country or countries and decisions made at any international conference, association or other body, dealt with by MoMSME or referred to or taken up by it for examination, inputs, comments etc.
 - v. Developing a framework for Online Dispute Resolution (ODR), Ease of Doing Business (EoDB), the Pre-Packaged Insolvency Resolution Process (PPIRP), and other inclusion-oriented initiatives.
 - vi. Policies or schemes of a legal nature.
- b. Participating in the processes and interactions associated with the aforesaid, including discussions, workshops, trainings, approval processes etc., and preparation of presentations, notes, and other documents related to the foregoing.
- c. Any other work as assigned in relation to the above.

2 Eligibility and Remuneration:

The Upper Age Limit, qualification, required overall and relevant post Qualification Experience and remuneration range for the different positions shall be as follows:

Position	Upper Age Limit (As on date of advertisement)	Qualification	Desirable	Post Qualification Experience	Relevant Experience	Remuneration Per month in Rs.
Young Professional – (Legal)	32 years	L.L.B from a recognized Institute or University	Person with research experience, published papers and post qualification experience in the MSME related issues on legal matters would be preferred.	Minimum One (1) year	NA	60,000/- (Fixed)
Consultant (Legal) Grade-1	45 years	L.L.B from a recognized Institute or University	Persons with research experience, published papers and post qualification experience in the MSME related issues on legal matters would be preferred.	Minimum 3 - 8 years	Minimum (One) 1 years in MSME sector	1,12,500/-
Consultant (Legal) Grade-2	50 years	L.L.B from a recognized Institute or University	Persons with research experience, published papers and post qualification experience in the MSME related issues on legal matters would be preferred.	Minimum 8- 15 years	a) Minimum (TWO) 2 years in MSME sector. b) Experience in handling Online Dispute Resolution Matters w.r.t MSME Sector	2,05,000/-

3. Terms of engagement:

a. **Term:** The Young Professionals (Legal)/Consultants(Legal) Grade -1 and Grade-2 will be engaged initially for a period of One year. The performance during this period would be reviewed and based on performance; engagement may be extended for a further period. The review of the contract will be done on year to year basis upto 3 years.

b. **Performance Review:** Continuation of the engagement of the Young Professionals/Consultants (Grade-1 & 2) will be contingent upon performance of their services against key performance indicators set for him/her by a Performance Review Committee constituted by MoMSME being assessed as satisfactory in annual reviews by such Committee upon completion of each year of their term.

c. **Enhancement in Remuneration:**

In case the duration of the Consultancy Contract is for more than one year, the remuneration of Individual Consultants may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on their performance during the year after the recommendation of the Performance Review Committee to be constituted duly approved by the Head of Department as per the following criteria:

Performance*	Enhancement in Remuneration
Performed only routine/assigned work	Nil
Individual YPs/Consultants (Both Grade 1 & 2) who made significant Contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.	Upto 5% remuneration with approval of Head of Department
In exceptional cases, where any individual YPs / Consultants has demonstrated exemplary performance in his/her domain and has made Significant contribution in policy making and his Or her articles have been published in reputed journals/magazine/news paper or has authored Books etc. NOTE: The criteria based on which 10% enhancement is recommended should be spelt And brought out in the recommendations made by the committee while evaluating the performance of the Individual Consultants.	Upto 10% of the remuneration with the approval of Head of Department.

- Performance not to be judged merely on the grading obtained on the Annual Performance Report forwarded by the respective Heads of the Vertical/Division. Publications of articles in reputed journals/magazine/newspaper or books authored by the individual Consultants will be given extra weightage while evaluating/deciding cases for enhancement in remuneration etc.
- Total enhancements in remuneration shall not exceed 10% annually in any case.
- Notwithstanding anything mentioned above, in no case shall the remuneration of any Individual Consultant exceed 1.25 times of the initial remuneration.

d. **Location:** The YPs/Consultants shall function from the office premises of Ministry of MSME, New Delhi. The Ministry may also occasionally depute the YPs/Consultants to other locations for performance of services.

4. Other terms and conditions:

- a. **Payment:** Payment of the consolidated compensation will be made by Ministry of MSME on a monthly basis, based on the biometric attendance registered by the consultant and its certification by the reporting officer designated by the Ministry for the YPs/Consultants.
- b. **Leave:** YPs/Consultants will be entitled to leave of 8 days in a year on pro-rata basis. Further, the absence upto one month may be considered without remuneration.
- c. **Maintaining confidentiality:** The YPs/Consultants will treat the information made available to him/her by Mo MSME or by third parties in connection with the performance of the services for which he/she is engaged as confidential and use it only for the purpose of such performance. He/she will exercise the same degree of care as a person would normally exercise to protect their own proprietary information, having regard to the nature of the information. He/she will, upon completion of their term or upon Mo MSME requiring him/her to do so, whichever is earlier, either return to Mo MSME such information or shall certify to Mo MSME that all media containing such information have been destroyed.

5. **Whole-time engagement:** The YPs/Consultants' services will be engaged on whole-time (full time) basis and he/she will not render services to or take up employment with any other person during the term of such engagement.

6. **Termination:** Both the Ministry and the YPs/Consultants may terminate the services by giving one month's notice or salary in lieu thereof.

7. **TA/DA-** The individual Consultants(Legal) Grade 1 & 2 /YP(Young Professional(Legal) may require to undertake domestic tours subject to approval of the competent authority in each case and they will be allowed following TA/DA rates restricted as per guidelines of Department of Expenditure No. 19030/1/2017-E.IV dated 13th July 2017:

Position	TA/DA Admissible
Young Professional	As per entitlement of Section Officer level officer of Govt. of India
Consultant (Legal) Grade-1	As per entitlement of Section Officer level officer of Govt. of India
Consultant (Legal) Grade- 2	As per entitlement of Under Secretary level officer of Govt. of India

8. **Tax Deduction at Source:** 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 Ministry of MSME or its attached office will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the individual Consultants. The Ministry of MSME or its attached office undertake no liability for taxes or other contribution payable by the individual Consultant on payments made under this contract.

9. **Police Verification:** Police verification of the individual Consultants (Legal) (both Grade 1 & 2) /YP Consultant shall be done as per the latest instructions issued by MHA. In case the

police verification is received as negative, the contract of individual Consultants (Legal) (both grade 1 & 2) /YP shall cases to exist with immediate effect without any notice.

10. Selection process: Applications will be screened on the basis of eligibility criteria. Applicants may be shortlisted for interaction on the basis of a qualitative assessment of their overall profile. Selection of candidates for engagement as consultants will be made by MoMSME in its discretion.

11. Application process: Eligible individuals should email a copy of their duly completed application form, as set out in Annexure-I for, along with their bio-data, to e-mail within **21 days** of the release of the advertisement in the on the website of the Ministry of MSME.

12. General conditions:

- a. The YP/Consultant (both grade 1 & 2) engaged will have no right or claim for any permanent engagement or employment with Mo MSME.
- b. Ministry of MSME reserves the right to engage all or some or none of the YP/Consultant, or to cancel or withdraw the selection and engagement process at any stage, without assigning reasons. Eligible candidate must submit their applications in the prescribed format (**Annexure-I**) via email to ID: legaldesk-msme@gov.in. The subject line must be, ***"Application for engagement of Young Professional/Consultants (both grade 1 & 2) on contract basis in Legal Cell, Ministry of Micro, Small and Medium Enterprises"***. The application must reach to the Ministry within **21 days** from the date of publishing the advertisement on Ministry's website. The application received after the deadline will not be considered under any circumstances.


(Ankit Pandey)
Director (Legal Cell)

To

1. Notice Board of Ministry on e-office.
2. NIC for uploading this circular on the website of the Ministry of MSME.
3. Deputy Secretary (HR), M/o MSME

Copy to:

PPS to JS(AFI&LC)

Annexure I

**APPLICATION FOR THE POST OF YOUNG PROFESSIONALS (LEGAL)/
CONSULTANTS (LEGAL) GRADE I/GRADE II**

(Post Applying for: _____)

Paste a recent
passport size
photograph

1. **Name in Full (in Block Letter):**
2. **Father's/Husband's Name:**
3. **Permanent Address:**
4. **Correspondence Address:**
5. **Contact No. & Email-ID:**
6. **Date of Birth:**
(Self-Attested copy of proof of age to be attached)
7. **AADHAAR No.(Photo copy to be enclosed):**
8. **Nationality:**
9. **Educational/Professional Qualifications:**

Qualification	Name of University/Board	Year of passing	Stream/Subject	%of marks/ CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

10. Work experience in relevant fields:

Name and Address of employer	Period of service (from-to)	Designation	Nature of work/ responsibilities	Self Declaration whether Meets the expected requirement

(Self-Attested Copy of experience certificate to be attached)

11. Last Remuneration:

12. Languages known with proficiency:

13. Any other relevant Information:

Declaration

I hereby _____ declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understood that this position is purely temporary on contract basis and if it found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place:

Date:

Signature of Candidate:

Name of the Candidate:

Address :

Mob No. :

Email :