

NO. A-41020/03/2026-ADMN.I
UNION PUBLIC SERVICE COMMISSION
(ADMINISTRATION-I SECTION)
DHOLPUR HOUSE, SHAHJAHAN ROAD,
NEW DELHI - 110069.

Dated the 27th April, 2026

CIRCULAR

Subject: - Engagement of one (01) Consultant for legal expertise on contract basis in the office of Union Public Service Commission- reg.

Union Public Service Commission invites applications from eligible candidates for engagement of one (01) Consultant (Legal) on contract basis for providing legal expertise in the Commission, as per the details given below:

a.	Name of the Post	Consultant(Legal)
b.	Number of Vacancy	01(One)
c.	Period of Contract	One year which is extendable as per requirement
d.	Qualification	<ul style="list-style-type: none">• Degree in Law from recognized university• At least 02 years of Post qualification experience in litigation related matters. Any kind of internship undergone as part of qualification or graduation/ post graduation course, will not qualify as work experience.
e.	Desirable Qualification	Masters in Law from recognized University.
f.	Experience(Desirable)	Experience regarding litigation matters in Supreme Court, High Court and CAT may be given weightage.
g.	Monthly Remuneration	Rs. 80, 000/- (Rupees Eighty thousand only) per month (Professional Tax/TDS would be deducted as applicable)
h.	Allowance	No other monetary allowance will be admissible to the Consultant.
i.	Age limit	Up to 55 years of age as on the date of advertisement.
j.	Scope of Duties	Legal Work and any other work as allocated from time to time.
k.	Mandatory requirement	Consultant (Legal) to carry their own laptop and necessary software (legal only / No pirated software). Further, they should have hands-on experience of working on computers/ laptops with good skill set of working with MS Word / PPT/ Excel etc.

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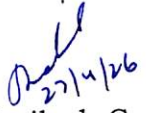
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From pre-page:-

2. The details including eligibility criteria, term of reference etc. of the above engagement are available on the website of the Commission i.e. www.upsc.gov.in.

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant (Legal) on contract basis in UPSC" which should reach this office **latest by 31/05/2026 at the following address.**

**UNDER SECRETARY (NLS),
HALL No. 01, EXAM BUILDING (Third Floor),
UNION PUBLIC SERVICE COMMISSION,
DHOLPUR HOUSE, SHAHJAHAN ROAD,
NEW DELHI - 110069.**


(Shailesh Gautam)
Deputy Secretary (Admn)
Union Public Service Commission
Tel. No. 23381665



Proforma

Application for engagement of Consultant (Legal) in the office of UPSC

1	Name in full (Block letter)	
2	Educational qualification	
3	Desirable qualification	
4	Date of birth	
5	AADHAR No. and PAN No. (Enclose Xerox Copy of each)	
6	Complete residential address with phone number/mobile no.	
7	E-mail I.D	
8	Brief particulars of experience regarding litigation matters in Supreme Court, High Court and CAT.	
9	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read the details of the vacancy circular and ready to accept all the term & conditions mentioned therein.

(Signature of the Candidate)

Place:



Terms & Conditions

(i) The engagement as Consultant (Legal) after the process of interview stage to be conducted by a team of Officers of UPSC and is subject to verification of documents related to educational qualification and experience. If any information/documents submitted by Consultant (Legal) are found false/wrong at any stage, his/her engagement will be terminated immediately and appropriate action will be taken against him/her as per rules.

(ii) The working hours shall be from 9.30 a.m. to 6:00 p.m. for official work, he/she should be available for work even beyond office hours (including weekends) as per demand of work. He/She will be required to mark his attendance in the Bio-metric system or in any other system as prescribed from time to time.

(iii) Consultant (Legal) will be entitled for paid leaves at the rate of 1.5 days per completed month of service on pro-rata basis. Accumulation of leave beyond a calendar year shall not be allowed.

(iv) UPSC shall have the right to examine/review the services provided by him/her at any point of time during the contractual period.

(v) The Consultant (Legal) shall report to JS (NLS).

(vi) UPSC reserves the right to terminate Consultant (Legal) at any stage in the event of a serious failure to perform the task assigned or failure to observe any standards of conduct, be at any time, without prior notice and without providing any reasons for it. Consultant (Legal) has to give one month notice prior to resignation or one month's salary will be deducted in lieu of notice.

(vii) The Consultant (Legal) would be governed by the Indian Official Secrets Act, 1923, and will not disclose to any unauthorized person(s) any information/data that come to their notice during the period of their engagement as 'Consultant (Legal)' in the Commission. All such information/records/papers/software/emails etc. will be the property of the Commission.

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