

**SUPREME COURT LEGAL SERVICES COMMITTEE**

New Delhi, 7<sup>th</sup> January, 2019

Subject : Procedure and guidelines for engagement of Software/Hardware Consultant in the office of the Supreme Court Legal Services Committee

The National Legal Services Authority under Section 3A of the Legal Services Authorities Act, 1987 constituted a Committee called "Supreme Court Legal Services Committee" [hereinafter called "SCLSC"] with a view to provide easy and inexpensive access to the Hon'ble Supreme Court. The SCLSC is a Statutory Body and is a Government Department under the Department of Justice, Ministry of Law & Justice, Government of India.

The SCLSC is providing free legal services to poor, unprivileged and those marginalized in society in its resolve to provide "access to justice to all". This access is also made available to those confined in jails on account of being sentenced by the Hon'ble High Courts.

The working of the SCLSC is governed by the Supreme Court Legal Services Committee Regulations, 1996, Supreme Court Legal Services Committee Rules, 2000 notified by the Government of India and also Rules, Regulations and Orders, issued by the Government of India

and also National Legal Services Authority [NALSA], from time to time.

SCLSC intends to integrate the software data, prepared by E-Committee, with the website/online application module data, prepared by NIC, so that the litigant sitting in the far flung corner of the country can monitor the progress of his case through the website of the SCLSC. Therefore, in order to integrate the software data with the website of the SCLSC, it is proposed that we may appoint two software Consultants (one to take care of the software needs and another to take care of the hardware needs) in the office of the SCLSC.

**1. General Conditions for engaging Consultant:-**

- (i) Consultant will be engaged, for a fixed period, for providing high quality services in the field of information Technology/Hardware to the SCLSC or for attending to specific and time bound jobs,
- (ii) Consultant will be engaged initially for a fixed period of one year,
- (iii) The appointment of Consultant would be on full-time basis and he/she will not be permitted to take up any other assignment during the period of Consultancy with the SCLSC.

- (iv) The appointment of Consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time by the SCLSC, without assigning any reason.

**2. Number of Consultant :**

The total number of Consultants to be engaged by the SCLSC shall depend on the actual requirement at a particular point of time, and as directed, by the Hon'ble Chairman.

**3. Qualifications and experience:**

- (a) Consultant must be IT professional with M.C.A./B.E./B.Tech/M.Tech or any equivalent degree in the field of Computer Science/I.T. from any recognized College/University/ Institution established by law in India.

The candidate must have knowledge of computer application/development of website with expertise in PHP, ASP.NET, PostgreSQL, MySQL.

- (b) Candidate should have two year experience in the field of Software/Hardware.

**4. Period of engagement:**

The initial period of engagement of Consultant will be one year and the subsequent extension, if any, shall be decided depending upon the specific job and the

time frame for its completion, under directions of the Hon'ble Chairman.

**5. Age-limit:**

The maximum age limit for appointment of Consultant shall not be above 35 years on the date of closing of the application.

**6. Procedure:**

Procedure to be followed for selecting candidates for engagement as Consultant:-

- (i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2005 Rule 163, 165, 166, 170, 176 and 177 and Chapter 7 – *Selection of Individual Consultant* (para 1.2.1, para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of Consultants.
- (ii) The requirement of SCLSC will be advertised on the website of the SCLSC as well as Supreme Court of India.
- (iii) All the applications received in response to the vacancies advertised, will be scrutinized and shortlisted by the SCLSC. Incomplete application shall be straight away rejected.

- (iv) A Selection Committee of three members shall be nominated by the Hon'ble Chairman, Secretary, SCLSC being head of the Selection Committee.
- (v) Selection of Consultant shall be made on the basis of personal interview by the Selection Committee, who shall submit their recommendations to the Hon'ble Chairman, SCLSC for final approval.

**7. Remuneration:**

- (i) The maximum amount of monthly consolidated fee payable to Consultant shall be Rs.50,000/- per month.

**8. Allowances:**

Consultant shall not be entitled to any allowance such as Dearness allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

**9. Leave:**

The Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to



next calendar year. The SCLSC would be at liberty to terminate the services, in case of unauthorized absence of a Consultant, without notice.

**10. 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 only in connection with the official work.

**11. Conflict of Interest:**

He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the SCLSC, his/her service will be liable for discontinuation without assigning any reason.

**12. Termination Notice:**

The SCLSC can cancel the appointment at any time without providing any reason for and without any prior notice. The Consultant can also seek for

termination of the contract, upon giving one month's notice to the SCLSC.

**13. Relaxation:**

Under exceptional circumstances and in the case of meritorious candidates, the above guidelines may be relaxed with the approval of the Hon'ble Chairman, SCLSC.

**14. Verification:**

The Police verification of the Consultants shall be done as per the latest instructions issued by the Ministry of Home Affairs.

**15.** The Consultant shall not share the source code or any information received by him during the course of his employment with SCLSC with any outside agency except with the prior permission of Secretary, SCLSC.

**16.** The Consultant shall not also publish a book or a compilation or articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned

to him/her by SCLSC except with the consent of the SCLSC.

A handwritten signature in blue ink, appearing to read 'Dharmender Rana', with a long horizontal stroke extending to the right.

(Dharmender Rana)  
Secretary