

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
National Council Secretariat

Kartavya Bhawan-1, New Delhi

Date: 24/12/2025

Applications are invited for the following position for the Secretariat of National Council for Clinical Establishments, located at NCDC/Kartavya Bhawan-1, New Delhi, on contractual basis for a period of one year (extendable by one more year depending on performance).

Name of Post	No. of Post	Qualifi- cation	Experience	Age group	Consolidated Remuneration per month
		Essential	Essential		
Legal Assistant	One	Graduate Degree in Law (LLB) from a recognized university	Minimum of 5 years of experience in legal matter out of which 3 years with the government at national or state level. Familiarity with the public health system, and for relevant government policies/applications/strategies, particularly National Health Programme / Clinical Establishment. Experience of handling court matters at the level of High Court and Supreme Court of India.	Upper limit 55 years (as on closing date for applications)	Rs 50,000/-

(Terms of references for the post of legal assistant is enclosed herewith)

The eligible and desirous candidates may send their application along with Biodata and copies of documents of qualification and experience by email to help.ceact2010@nic.in within 15 days from the date of publication of this Advertisement on website. The shortlisted candidate will be called to appear for interview before a selection committee. For further details, refer to website: www.mohfw.gov.in or www.clinicalestablishments.gov.in.



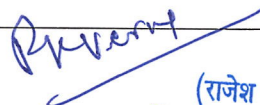
(Rajesh Kumar Verma)

Deputy Secretary to the Government of India

(राजेश कुमार वर्मा)
(RAJESH KUMAR VERMA)
उप सचिव/Deputy Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

TERM OF REFERENCE

Name of Position	Legal Assistant (No .of position-One)
Terms of Reference (TOR)	<p>General TOR:</p> <ol style="list-style-type: none">1. Engagement of Legal Assistant will be purely on contract basis for a period one year from the date of joining and the Legal Assistant shall not claim for regularization of his/her appointment on any ground whatsoever.2. The Legal Assistant will be bound by general administrative rules of the Central Government/ Ministry of Health & Family Welfare as applicable to contractual staff. Biometric Attendance shall be marked by the Legal Assistant.3. Engagement is on full time basis with the timing of work from 9.00 AM to 5:30 PM. However, in the exigency of work, he or she can be asked to do official work beyond normal official timings or on weekends and holidays.4. The Legal Assistant would be under control of DGHS & Joint Secretaries looking after the work of the National Council for Clinical Establishments (NCCE), National Organ Transplant Programme (NOTP), National Task Force (NTF), Medical Value Travel (MVT), Indian Red Cross Society (IRCS) & St. John Ambulance, Gender Change, Euthanasia, decriminalization matters or their representatives and report to JS, (Medical Services, MoHFW5. Monthly progress report will be submitted by the Legal Assistant6. Performance will be reviewed monthly and unsatisfactory performance may lead to termination of contract.7. The contract can be terminated by Dte.GHS/ Ministry of Health and Family Welfare at any time without assigning any reasons.8. The contract can be terminated by the Legal Assistant by giving one month's notice, in absence of which one month's remuneration will be forfeited or shall be asked to deposit one month's remuneration, if not due.9. The Legal Assistant will be paid consolidated remuneration of Rs. 50,000/- per month.10. The Legal Assistant will be entitled to leave, annual increment, extension of contract and TA/DA for official outstation visits as applicable for a consultant according to the guidelines and procedures for engagement of Consultants in the Department of Health & Family Welfare vide O.M. No-Z.28015/10/2017- Estt-II dated 2nd September, 2021.11. The services of legal assistant may also be availed by any other Division(s) of MOHFW after obtaining approval of JS, (Medical Services, MoHFW



(राजेश कुमार वर्मा)
(RAJESH KUMAR VERMA)
उप सचिव/Deputy Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
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Specific TOR:

1. Assist the National Council Secretariat (NCS) by regularly monitoring the progress of court cases pending before the Supreme Court, High Courts, and other courts across the country.
2. Ensure effective management of various court cases and provide legal inputs as and when required, particularly in the context of appraisal of State/UTs.
3. Maintain and update a calendar of events and briefs for ongoing court cases on a regular basis, and plan the course of action for notices received.
4. Draft parawise/point-to-point replies to petitions and various applications related to cases pending before the Supreme Court and High Courts.
5. Coordinate and correspond with all concerned parties within the Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare (MoHFW), as well as with external stakeholders.
6. Assist in drafting Bills and Acts for the DGHS/MoHFW.
7. Prepare replies in legal matters related to the Clinical Establishments Act, National Organ Transplant Programme (NOTP), National Task Force (NTF), Medical Value Travel (MVT), Indian Red Cross Society (IRCS) & St. John Ambulance, Euthanasia, Medical Examination, Gender Change and Decriminalization matters etc for the Dte.GHS/MoHFW.
8. Brief advocates and visit courts for filing caveat petitions and replies, as required.
9. Liaise with Government officials, Central Government counsels, standing counsels, and the Additional Solicitor General of India.
10. Handle legal matters in various High Courts, the Supreme Court, and other courts, ensuring coordination with the concerned Government advocates.
11. Draft counter affidavits, affidavits, and replies on behalf of the Clinical Establishments Act, National Organ Transplant Programme (NOTP), National Task Force (NTF), Medical Value Travel (MVT), Indian Red Cross Society (IRCS) & St. John Ambulance, Euthanasia, Medical Examination and Gender Change etc for the Dte.GHS/MoHFW.
12. Coordinate with the ASG/legal representatives of the Union of India, attend hearings of important court matters, and brief Central Government Counsels and the Learned ASG.
13. Deliver all assigned tasks in a time-bound manner and submit a monthly progress report.
14. Any other subject as assigned by the National Council for Clinical Establishments /Dte.GHS/ MoHFW.

Rajesh Verma

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