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F. No. 02-03/2025-Estt./ 20496
GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
ZOOLOGICAL SURVEY OF INDIA/ भारतीय प्राणी सर्वेक्षण

PRANI VIGYAN BHAWAN/प्राणी विज्ञान भवन
M-BLOCK/ एम-ब्लॉक, NEW ALIPUR/न्यू अलीपुर,
KOLKATA/ कोलकाता,
WEST BENGAL/पश्चिम बंगाल-700 053
Phone & Fax No.: 033 2400 8595
WEBSITE: zsi.gov.in
EMAIL ID: director@zsi.gov.in
hoo@zsi.gov.in

VACANCY CIRCULAR

Subject: Advertisement for hiring a Consultants (Legal) in Zoological Survey of India-reg.

The Zoological Survey of India, a subordinate office of the Ministry of Environment, Forest and Climate Change requires the services of Associates/Consultant (Legal) on purely contract basis in its Hqrs' Office, located at Kolkata.

2. The Eligibility Criteria and Terms of Reference for the said engagement are furnished herewith at Annexure-I & II.

3. Applications from Eligible Indian Citizens who are agreed with the Terms of Reference; should send their applications in the prescribed proforma enclosed herewith at Annexure-III alongwith relevant documents/certificates in support of his/her claim to the Director, Zoological Survey of India, Prani Vigyan Bhawan, M-Block, New Alipur, Kolkata-700 053 within 30 days from the date of publication of the advertisement in the Employment News.

4. Applications received incomplete/ after the due date of submission should be rejected without assigning any reason thereof. Applications received duly competed in all respect shall be considered, taking into account the merit of each application; however, engagement will be made from the shortlisted candidates, only.

5. Merely submission of application confers no right of recruitment. Further, the Director, Zoological Survey of India reserves all the rights to reject any application without assigning any reason thereof.

Digitally signed by
GURU PADA MANDAL
Date: 16-09-2026
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Date: Date of e-Sign.

(GURUPADA MANDLAL)
SCIENTIST 'E' & HEAD OF THE OFFICE

Copy to:

1. The O/c, Website of the ZSI.
2. The Notice Board, New Alipur Building, ZSI, Kolkata.
3. The Notice Board, FPS Building, ZSI, Kolkata.
4. The Chairman (Legal), ZSI, Kolkata.

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GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

Annexure-I

ELIGIBILITY CRITERIA

01	Name of the Post	:	Associate/Consultant (Legal)
02	Number of Post	:	One (01)
03	Age Limit	:	Not exceeding 45 years as on the closing date of receiving the application.
04	Essential Qualification:		
	1. (a) Bachelor's Degree in Law (LLB) or equivalent from a recognized University and /or Institute in India, recognized by the Bar Council of India and having experience of minimum of five years or Master's Degree in Law from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than one year; and (b) Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of The Advocates Act, 1961. 2. Preference would be given to those candidates: (a) having scored 60% and above marks/CGPA equivalent in the LLB examination; (b) having studied in full time LLB Course; and (c) candidates having scored 60% and above marks/CGPA equivalent in the LLM examination.		
05	Desirable Qualification:		
	Experience of handling cases related to environment, forests, biodiversity and wildlife etc. in a Government of India or State Government Department/Board; possessing a Diploma/Certificate of specialization in related subjects/fields from a recognized University/Institution.		
06	Period of Engagement:		
	The initial period of engagement will be one (01) year which may be extended on yearly basis upto three (03) years; subject to satisfactory performance and professional contribution and also on a need basis. Continuation of performance beyond three years will be considered based on assessment of performance and contribution to the office, on case to case basis, with approval of the Competent Authority As the appointment and also the post is temporary in nature and purely on contract basis, in no case, any request for promotion and or regularization shall be entertained.		

07	Remuneration: Rs. 70000/- (Rupees Seventy Thousand only) per month.
08	Annual Increment: The quantum of annual increment to Associates/Consultant (Legal) shall be between 0 to 18% in their remuneration depending upon the quality of performance.
09	Allowances: The Associates/Consultant (Legal) shall not be entitled to any allowances such as DA, Residential Telephone facility, Residential accommodation, personal staff, CGHS, Medical Reimbursement etc.
10	Admissibility of TA/DA: No TA/DA shall be admissible for attending interview for joining the said assignment or on its completion. Under exceptional circumstances, Associate/Consultant (Legal) will be allowed domestic travel at Government expenses, with the approval of the competent authority in public interest. The Associates/Consultant (Legal) shall be allowed TA, DA and Hotel Accommodation in connection with the official work as per the provision of SR 190. TA may be allowed uniformly to the Associates/Consultant (Legal) as under: Journey by train in 2 nd AC, Travel Charges through taxi on actual basis for travel within the city, food bill/stationery charges up to Rs. 500/- per day and hotel charges Rs. 2000 per day on production of proper receipt, subject to the actual expenditure.
11	Leave: The Associates/Consultant (Legal) shall be eligible for eight days leave in a single year of consultancy. The leave shall accrue to him on completed month basis calculated from his date of joining on pro-rata basis. Un-availed leave, if any, in tenure of single year can not be carried forward to next tenure of one year. The Associates/Consultant (Legal) shall not draw any remuneration in case of his/her absence beyond eight days in a year (calculated on pro-rata basis). The intervening Saturday, Sunday or Holiday during a spell of leave not to be counted against the eight leaves. The Women Associates/Consultant (Legal) may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment Vide No. S-36012/03/2015-SS-I dated 12.04.2017.
12	Attendance and Working days: The working hours of the Associates/Consultant (Legal) shall be same as regular Government employees working in the ZSI. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretions of the Competent authority. Attendance shall be marked in Biometric System by the Associates/Consultant (Legal).
13	Notice Period: In the event, if the ZSI decides to terminate the services of the Associates/Consultant (Legal) or the Associates/Consultant (Legal) is willing to get relieved from his/her services in the ZSI, the ZSI/Appointee shall provide at least thirty days' prior written

	notice of the termination/resignation date to the Appointee/ZSI, as the case may be. During the notice period, the Associates/Consultant (Legal) shall continue to provide all services in full and in a proper manner and shall cooperate with the ZSI and put his/her best efforts to safeguard the interests of the ZSI.
14	Selection Procedure: The Department has laid down the Terms of Reference for engagement of Associates/Consultant (Legal) as given in Annexure-II. All applications received in response to the advertised vacancy will be scrutinized and shortlisted by the ZSI as per requirement and in light of the guidelines. Thereafter, a committee which will be constituted for the purpose would examine application of shortlisted candidates and recommend suitable candidate for appointment. After receiving the recommendation of the committee with supporting documents, an offer of engagement will be issued with due approval of the Director, Zoological Survey of India.
14	Conflict of Interest: - Associates/Consultant (Legal) shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case, the services of the Associates/Consultant (Legal) is found to be in conflict with the interests of the Government or unsatisfactory, his/her engagement will be liable for immediate discontinuation without assigning any reason. - During the period of engagement with the Department, the Associates/Consultant (Legal) would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know the same. - Selected candidates shall provide certificates of integrity issued by two reference known to them. - A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court, pending against him/her.

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GURU PADA MANDAL
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(GURUPADA MANDAL)
SCIENTIST 'E' AND HEAD OF THE OFFICE

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GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

Annexure-II

TERM OF REFERENCE

1. Statement of Objective:

The primary objective of engaging Consultant (Legal) is to provide high-quality legal support and advisory services to the Department. This engagement aims to ensure effective handling of legal issues, compliance with applicable laws and regulations, and support in litigation and policy formulation.

2. Outline of the tasks to be carried out:

I. Legal Advisory and Opinion-

- i. Examine legal issues referred by various departments or divisions.
- ii. Provide legal opinions on the interpretation and application of laws, rules, and regulations.
- iii. Advise on administrative decisions to ensure compliance with legal provisions.

II. Drafting and Vetting of Documents:

- i. Draft and review legal documents including:
 - a) Contracts and Agreements;
 - b) Memoranda of Understanding (MoUs);
 - c) Notices, letters, and policy communications; and
 - d) Legal affidavits and replies to statutory authorities.
- ii. Vet documents prepared by other agencies for legal soundness.

III. Litigation Management:

- i. Assist in preparing replies, counter-affidavits, and other documents in connection with court cases;
- ii. Coordinate with Government Standing Counsels, Law Officers, and other legal representatives;
- iii. Maintain a tracker of ongoing litigations, court orders, and next dates of hearing; and
- iv. Review and suggest legal strategies for defending or pursuing cases.

- IV. Legal Compliance:
 - i. Ensure compliance with statutory and regulatory requirements applicable to the office;
 - ii. Monitor and advise on legal risks and liabilities associated with departmental functions; and
 - iii. Assist in ensuring compliance with RTI Act, Service Rules, and other legal frameworks.
- V. Legal Research and Updates:
 - i. Conduct legal research on case laws, amendments, government circulars, and new legislations;
 - ii. Prepare briefs and summaries of relevant legal developments affecting the department's work; and
 - iii. Advise on implications of court judgments and new laws.
- VI. Support in Policy and Rule Framing:
 - i. Assist in drafting and reviewing departmental policies, notifications, rules, and guidelines; and
 - ii. Ensure that newly framed policies conform to the legal framework and constitutional provisions.
- VII. RTI and Grievance Support:
 - i. Provide legal support in responding to RTI applications and appeals;
 - ii. Review responses to ensure accuracy and compliance with RTI Act provisions; and
 - iii. Assist in dealing with legal aspects of public grievances.
- VIII. Capacity Building and Advisory:
 - i. Conduct or assist in legal awareness workshops or internal training sessions for staff; and
 - ii. Serve as a legal resource person for internal decision-making and inter-departmental consultations.
- IX. File Examination and Noting:
 - i. Examine legal files, records, and references; and
 - ii. Record legal opinions, comments, and suggested courses of action in official files.
- X. Any Other Duties Assigned:
 - i. Undertake any additional legal tasks or duties assigned by the competent authority from time to time

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GURU PADA MANDAL
Date: 16-09-2026
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(GURUPADA MANDAL)
SCIENTIST 'E' AND HEAD OF THE OFFICE

APPLICATION FORM FOR THE POST OF ASSOCIATE/CONSULTANT (LEGAL) ON CONTRACTUAL BASIS IN ZOOLOGICAL SURVEY OF INDIA

Affix recent passport size photograph
(Please put Signature in the box below)

01	Full Name (in Block Letters)	
02	Father's Name (in Block Letters)	
03	Date of Birth [in Number (DD/MM/YYYY) and Word)	
04	Permanent Residential Address	
05	Correspondence Address	
06	Mobile Number	
07	Email ID	

08	Whether fulfilling Essential Eligibility Criteria:	
	Whether secured Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India:	(Yes/ No)
	Whether secured Master's Degree in Law (LL.M) from a recognized University and/ or Institute in India, recognized by the Bar Council of India.	(Yes/ No)

09	If Yes, details of LL.B Degree and other Educational Qualifications: (Starting from highest degree obtained since Graduation)					
	Sl. No.	Name of the University/ Equivalent Institution	Degree	Year of Passing	% of Marks Obtained/ CGPA	Subjects Specialization

10	Whether enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961:	(Yes/ No)
11	If Yes, Date of Enrolment, along with Enrolment Number of Bar Council of India or any State Bar Council:	

12	Length of Experience of Working:	
	Whether having experience of working in a Government of India or State Government Department/Board:	(Yes/No)
	If Yes, length of experience of working in a Government of India or State Government Department/ Board:	 Years Months

13	Details of work experience in a Government of India or State Government Department/ Board:					
	Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters
			From	To		

14	i. Whether having experience of working in a Private Organization/ Firm etc.:	(Yes/ No)
	ii. If Yes, length of experience of working in a Private Organization/ Firm etc.:	 Years Months

15	Details of work experience in a Private Organization/ Firm etc.:					
Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters	
		From	To			
Total length of experience of working: (Government plus Private)				 Years Months		
17	Whether fulfilling Desirable Qualification:					
i. Whether having experience of handling court cases related to environment, forests, biodiversity, wildlife, climate change, pollution and other related fields in a Government of India or State Government Department/ Board:		(Yes/ No)				
ii. If Yes, length of such environmental related experience:						
iii. Details of such environmental related experience:						
iv. Whether possessing a Diploma/ Certificate of Specialization in related subjects/fields (environment, forests, biodiversity, wildlife, climate change, pollution etc.) from a recognized University/Institution:		 Years Months				
18	If Yes, details of the Diploma/ Certificate of Specialization in related subjects/ fields from a recognized University/ Institution:					

	Sl. No.	Name of the University/ Equivalent Institution	Diploma/ Certificate	Year of Passing	% of Marks Obtained/ CGPA

19	Whether any legal research paper published in a peer-reviewed law journal preferably in Environment related matters.	(Yes/ No)
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20	If Yes, details of the legal research paper:	
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21	Whether fulfilling Preferential Eligibility Criteria:	
	1. Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LLB exam:	(Yes/ No)
	2. If Yes, Percentage/ CGPA Marks obtained in the LLB exam:	
	3. Whether studied in full time LLB Course:	(Yes/ No)
	4. Whether scored 60% (Sixty Percent) and above marks / CGPA equivalent in the LLM exam:	(Yes/ No)
	5. If Yes, Percentage/CGPA Marks obtained in the LLM exam:	

22	Any other relevant information, if any: (Note: Documents/ Certificates etc. submitted in support shall be Self Attested by the candidate. The applicant must submit information strictly in the format prescribed, along with all the supporting documents, otherwise their candidature stand liable to be cancelled.)	

DECLARATION

I hereby declare that:

1. all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect or I do not satisfy the eligibility criteria, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for engagement to the post applied for and
2. all the documents/certificates etc. mentioned below which are submitted in support of the application have been Self Attested and Verified by me, and in case of relevant documents/ certificates etc. not found enclosed/ found missing with the duly filled application form, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof

Signature :
Name :
Date :
Place :

List of Enclosures:

	Particulars	Page No.
01	i. LLB Degree ii. LLM Degree	
02	Higher Secondary School Certificate (12 th)	
03	Secondary School Certificate (10 th)	
04	Other Educational Qualifications Certificates , if any.	
05	Diploma/ Certificate of Specialization	
06	Bar Council of India/ State Bar Council Certificate	
07	Publication record of research papers in specified field.	
08	Age Proof	
09	Work Experience Certificates (including work experience certificate of present employer)	
10	Any other relevant document etc.	