

**ANIMAL WELFARE BOARD OF INDIA**

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India
(Department of Animal Husbandry and Dairying)
42 Milestone, Delhi-Agra Highway, NH-2,
Sikri, Ballabhgarh, Haryana-121004 Tel: 0129-2555700
Email: support@awbi.gov.in : Website: www.awbi.gov.in

CIRCULAR

Subject: Engagement of 01 post of Legal Advisor on contract basis in the office of Animal Welfare Board of India - regarding.

The Animal Welfare Board of India proposes to engage 01 Legal Advisor on contract basis to fill up one vacancy in its office from the suitable candidate who is eligible for the position of Legal Advisor as per the requirement given in **Annexure-I**. The short-listed candidate will be considered for engagement as per the discretion of this office.

Interested and eligible applicant may submit his/her particular" strictly in the enclosed format (**Annexure - II**) along with CV and relevant documents" to The Secretary, Animal Welfare Board of India, 42KM Stone, NH-2, Sikri, Ballabhgarh, Haryana, and by email at support@awbi.gov.in latest by **21st August, 2026 (05:30 PM)**.

The engagement of Legal Advisor on contract basis will be subject to terms & conditions mentioned at **Annexure-III**.

Animal Welfare Board of India reserves the right to accept or reject any application without assigning any reason.

Encl.: As Above.

Yours sincerely,

(Dr. M.K. Chauhan)
Secretary

To :-

- IT Section with a request to upload this circular on the website of the DAHD and AWBI.

ANNEXURE –I**ADVERTISEMENT OF THE POSTLEGAL ADVISOR TO BE ENGAGED ON CONTRACT BASIS IN THE OFFICE OF ANIMAL WELFARE BOARD OF INDIA**

S.N.	No. of Post	One (01)
1	Period of engagement	Initially for a period of one year with effect from the date selected candidates joins duty. May further be extended on year-to-year basis extendable upto three years, subject to functional requirements and also subject to appraisal of the performance.
2	Age limit	Should not be more than 40 years of age on the last date for receipt of application.
3	Remuneration	Rs. 1,00,000/- (Rupees One Lakh only) per month (fixed). Necessary TDS shall be deducted as per rules.
4	Place of work	Animal Welfare Board of India, 42 Milestone, Delhi-Agra Highway, NH-2, Sikri, Ballabgarh, Haryana-121004 or any other place as decided by the office
5	Essential Qualification	1. Masters in Law from Recognised University/ College. 2. Applicant applying for the post should be registered as an Advocate in the Bar Council of India or State Bar Council, in terms of the Advocates Act, 1961. 3. Applicant must have a minimum of 5 years of experience in Legal matters related to PCA Act, 1960 & allied legal procedure (Registration and work experience certificates may be enclosed with the application). 4. Having work experience in Govt. Offices / Autonomous Bodies as Legal Advisors/ Legal Consultants/ Legal Assistants related to Animal Welfare Laws. 5. Having experience in appearing before the District Courts, High Courts and Supreme Courts in Government Matters. In addition to above, the applicants:- 1. Having Good Knowledge of English and drafting of Affidavits, Legal Notices and other legal documents. 2. Having excellent written and oral communication and Interpersonal skills; 3. knowledge of Computer applications such as MS-Word, MS Excel, MS Power Point etc. will be essential 4. Must have good knowledge of the LIMBS portal.

6	Scope of work	Legal Advisor shall have to perform the following duties/functions:- 1. Draft, vet and file affidavits, counter affidavits, replies, rejoinders, written submissions, applications, appeals, special leave petitions, review petitions and other pleadings before the Hon'ble Supreme Court, High Courts, District Courts, Tribunals and other judicial or quasi-judicial authorities. 2. Coordinate with Central Government Standing Counsels, Additional Solicitors General, Solicitors General, Senior Advocates and Panel Advocates engaged on behalf of the Board. 3. Monitor the progress of all court cases and maintain a comprehensive litigation management system, including timely compliance with court directions and orders. 4. Render legal opinions on matters relating to the Prevention of Cruelty to Animals Act, 1960, Rules framed thereunder, service matters, procurement matters, RTI matters and other issues concerning the functioning of the Board. 5. Examine and vet legal notices, complaints, representations, agreements, Memoranda of Understanding (MoUs), contracts, tenders, office orders, notifications, circulars and other legal documents, on need basis. 6. Advise the Board on legal implications arising out of policy decisions and administrative actions. 7. Assist the Board in drafting, reviewing and amending Act, Rules, Regulations, Guidelines, Standard Operating Procedures (SOPs), policies and manuals relating to animal welfare. 8. Provide legal support relating to recognition, renewal, suspension or cancellation of recognition of Animal Welfare Organisations (AWOs) and any other matters. 9. Prepare briefs and legal inputs for meetings of the Board and its various Committees and other stakeholders as and when required. 10. Legal opinion in any establishment matter, if any. 11. Coordination on legal matters with the Department of Animal Husbandry & Dairying, Ministry of

		Fisheries, Animal Husbandry & Dairying, Ministry of Law & Justice, State Governments, Police Authorities, Local Bodies, other Government agencies and Animal Welfare Organisations 12. Maintain an updated repository of important judgments, other related legal matters. 13. Conduct orientation programmes and legal awareness sessions for implementation of the PCA Act and Rules made thereunder. 14. Perform any other legal, administrative or policy-related work assigned by the Chairman, Secretary or other Competent Authority of the Animal Welfare Board of India from time to time.
--	--	---

ANNEXURE –II**APPLICATION FORM FOR THE POST OF LEGAL ADVISOR ON
CONTRACT BASIS IN THE OFFICE OF ANIMAL WELFARE BOARD OF INDIA****I Personal Details:**

S.No.	Post applied for	Legal Advisor
1	Name of the applicant (Block Letters)	
2	Father's / Husband's name	
3	Date of birth (DoB)	
4	Nationality	
5	Permanent address	
6	E-mail (block letters)	
7	Contact No.	
8	Last Remuneration	

II. Educational Qualifications: (Please attach self-attested copies)

Sl. No.	

III. Professional and Work experience of last five years: (Please attach self-attested copies)

S. N.	Name of the organization	Post held	Period of service

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

Place:

Date:

(Signature of the applicant)

Note: Separate sheet may be attached if required. Self-attested copies of certificates should be enclosed. Private applicants must enclose proof of their work experience. Incomplete applications shall be liable for rejection.

ANNEXURE-III**TERMS AND CONDITIONS**

1. The Legal Advisor undertakes to render legal advisory & consultancy services connected with court cases and matters pertaining to the Prevention of cruelty to Animal Act, 1960 and other allied legislations in the purview of the AWBI which may be assigned to such Legal Advisor from time to time as per scope of Work mentioned in Annexure-I.
2. The Legal Advisor understands that he/she has to attend the office on regular basis as per the orders issued by the DoPT pertaining to the timings of the office or as per the direction of the authorities of the AWBI on need basis for providing the above professional consultancy services except when he / she is attending the Court Cases pertaining to AWBI.
3. The Legal Advisor will be entitled to receive a remuneration of Rs1,00,000/- (Rupees One lakh only) for each completed month after deducting the leave taken of which will be paid on monthly basis for a period of entire contract period.
4. 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 AWBI will issue TDS Certificate.
5. The Legal Advisor shall be entitled to leave at the rate of 1.5 days for each completed month of service, with no accumulation of leave beyond the calendar year, on a pro-rata basis. Accordingly, no remuneration shall be paid for any absence exceeding 18 days in a year (calculated on a pro-rata basis). Un-availed leave shall not be carried forward to the next year and this leave cannot be availed in advance.
6. The Legal Advisor shall be given TA/DA for travel within the country in connection with official work with prior approval of Chairman/Secretary AWBI and as per the entitlement of officer in the pay level of 6 to 11 in pay matrix for TA entitlement and pay level 6 to 8 in pay matrix for DA entitlement and no Transport Allowance shall be paid for attending the office.
7. This Undertaking shall remain in force for a period of one year with effect from the date of joining, which may be further extended in writing with consent of the Competent Authority.
8. The Legal Advisor shall not disclose the information received by him/ her during the period of such engagement to any person at any time whether during continuance of such engagement or after its severance.
9. The Legal Advisor accepts that he / she shall be held responsible for any breach which is contrary on his / her part to this Undertaking.

CONFIDENTIALITY AND SECRECY

10. The Legal Advisor will maintain absolute confidentiality and secrecy of the information handled by him / her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
11. No Legal Advisor shall utilize or publish or disclose or part information, to a

third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for this office, without the express written consent of this office.

12. The Legal Advisor shall be bound to handover the entire set of records of assignment to the Board before the expiry of the contract, and before the final payment is released by this office.
13. The Legal Advisor would be required to sign a non-disclosure undertaking.
14. The Legal Advisor undertakes to immediately return to the AWBI all tangible and intangible material embodying the Confidential Information.

CONFLICT OF INTEREST

15. The Legal Advisor appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office nor will he indulge in any activity outside the terms of employment/contractual assignment.
16. The Legal Advisor shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

TERMINATION OF AGREEMENT

17. The contract of consultant may be terminated, after giving one month notice, in following situations:-
 - i. If the Consultant is unable to do the assigned work;
 - ii. Quality of the assigned works is not to the satisfaction of the AWBI;
 - iii. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause.
18. The Department reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.
19. The Consultant is required to give 30 days' notice to the Department in case he/she opts to quit the assignment.