




OFFICE OF THE CUSTODIAN  
THE SPECIAL COURT (TORTS) ACT, 1992  
MINISTRY OF FINANCE,  
DEPT. OF FINANCIAL SERVICES  
JEEVAN DEEP BUILDING  
Room No. 15, 4<sup>th</sup> Floor SANSAD MARG, NEW DELHI - 110001

Applications are invited for engagement of Advisor in the Office of the Custodian, an office under the administrative control of Ministry of Finance, Department of Financial Services, **located at Mumbai**. The post for engagement of Advisor are to be filled up by Government Servants who have retired from the post of pay Level-8 and above or retired level-1 officer & above from Public Sector Banks. The engagement of Advisor will be purely on short term contract basis. The initial engagement as Advisor would be for a period of one year, which may be extended beyond one year depending upon the requirement in this office/performance of the incumbent during the period of contract but shall not be extended beyond five years from the date of superannuation or till the closure of office of the Custodian whichever is earlier. The Application (proforma is available on website), may be sent to the undersigned within Thirty days from the date publication on Employment News. A fixed monthly remuneration of Rs. 51,500/- for Advisor shall be paid subject to restriction with the revised pension plus Dearness Relief, whichever is less (in case of retired Government Employees).

**The candidates who apply for the engagement of Advisor will not be allowed to withdraw their candidature subsequently.** Applications received after the last date and incomplete in any respect are liable to be summarily rejected. For any query, please contact Shri Anil Kumar, Under Secretary on Tel No. 011- 21401603/1601.

The Application format, eligibility criteria and other terms and conditions are available on website <http://financialservices.gov.in/beta/en/page/office-custodian>.

  
(Anil Kumar)

Under Secretary to the Govt. of India

Dated: 16<sup>th</sup> May, 2025



Office of the Custodian, The Special Court (TORTS) Act, 1992, Department of Financial Services, Ministry of Finance, Government of India, 4<sup>th</sup> Floor, Jeevan Deep Building, Room No. 15, Parliament Street, New Delhi-110001

**Terms and Conditions for Engagement of Advisor**

**1. Eligibility and Job Description :**

1.1 The candidate should have retired from Central Government Ministries/Departments or Public Sector Bank having experience of functioning in Government organization or handling legal matter in the Bank.

1.2 The candidate who have retired from the Government from the post of pay Level-8 and above or retired level-1 officers & above from Public Sector Bank are eligible for engagement to the position of Advisor.

1.3 The candidate should have good communication and interpersonal skills, fair knowledge of computer applications such MS Word, MS Excel and Power Point etc. and preferably Law graduate.

1.4 The candidate should have flair knowledge in noting/drafting, various establishment/finance related rules/regulations of Govt. of India and capable of handling Court matters.

**2. Period of Engagement:**

2.1 The engagement of Advisors will be purely on short term contract basis. The initial engagement as Advisors would be for a period of one year, beyond one year depending upon the requirement in this office/performance of the incumbent during the period of contract but shall not be extended beyond five years from the date of superannuation or till the closure of office of the Custodian whichever is earlier.

2.2 The engagement of Advisors would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement of Advisors in the office of the Custodian, Mumbai.

2.3 The engagement of Advisors would be of a temporary nature against the tasks assigned. The engagement can be cancelled or terminated at any time by office of the Custodian, New Delhi without assigning any reason.

**3. Age Limit**

3.1 Not more than 64 years of age on the last date of application.

**4. Remuneration**

4.1 A fixed monthly remuneration of Rs. 51,500/- for Advisor shall be paid subject to restriction with the revised pension plus Dearness Relief, whichever is less (in case of retired Government Employees).

4.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

**5. Working facilities to be provided:**

5.1 Only the basic facilities/infrastructure will be provided to the Advisors. No Transport or Telephone/Internet facility at residence etc, shall be provided.

**6. Other entitlements of Advisors:**

6.1 Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

6.2 TA/DA: No TA/DA is admissible for joining the assignment or on its completion. The Consultant will be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of retirement.

6.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the office of the Custodian, New Delhi.

6.4 **Transportation Allowance:** No Transport Allowance shall be allowed.

**7. Working hours**

7.1 The Advisor shall have to work as per the working hours of the office of the Custodian, Mumbai. However, depending on the exigency of work, one may be required to come early or sit late after office hours to complete the time bound work or attend office on holidays. No extra remuneration would be payable if work requires late sitting or coming on holidays.

7.2 The Advisors will be required to mark their attendance in the Register as provided by office of the Custodian.

**8. Tax deduction at Source (TDS)**

8.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

**9. Confidentiality of data and document**

9.1 The Advisors shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this office. The Advisors shall be bound to hand over the entire set of records of assignments to the office on or before the expiry of the contract and before the final payment is released by the office.



**10. Conflict of Interest**

10.1 The Advisors engaged by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Advisor would be permitted to take up any other assignment during the period of course.

**11. Termination of service**

11.1 Office of the Custodian, New Delhi may terminate the services of the Advisor (s), if:

11.1.1 The Advisor is unable to accomplish the assigned works.

11.1.2 Quality of the accomplished work is not to the satisfaction of the Sr. Officers of the office of the Custodian.

11.1.3 The Advisor fails in timely achievement of the milestones as decided by office of the Custodian.

11.1.4 The Advisor is found lacking in honesty and integrity.

11.1.5 The requirement of Advisor for the work assigned ceased to exist.

11.2 The services can be terminated by the office of the Custodian without giving notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

**12. Accident, Injury, etc. during the period of engagement**

12.1 Office of the Custodian shall not be responsible for any loss, accident, damage, injury suffered by the Advisor whatsoever arising in or out of the execution of his work, including travel.

**13. Rights of Office of the Custodian**

13.1 Office of the Custodian, New Delhi reserves the right to cancel and not to proceed in the matter for engagement of Advisors at any stage without giving any reason, whatsoever.

**Annexure – II**

**Application for engagement of Advisor in the Office of the Custodian, Mumbai.**

1. Full Name (in Block Letters) :
2. Father's/Husband Name :
3. Date of Birth :
4. Contact Details (Mobile/Tel & Email ID) :
5. Station & Post Applied for :
6. Permanent Address :
7. Address for communication :
8. Age as on date :
9. Whether belongs to SC/ST/OBC :
10. Whether Physically handicapped :
11. Date of retirement and the post from which retired (Enclose copy of retirement order) :
12. Name of the Ministry/Department/Bank from which retired :
13. Last Pay Drawn (Please enclose copy) :
14. Education qualification (s) :
15. P.P.O. No. (Please enclose copy of PPO) :
16. Details of computer knowledge :
17. Details of experience (Add separate sheet, if required).

Recent passport  
size photograph

Name of employer (Ministry/Deptt.)	Name of the post with pay scale	Period		Brief description nature of duties performed
		From	To	

### **Declaration**

I hereby declare that particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of the office of the Custodian, New Delhi in this regard. I have read this circular and ready to accept all the terms and conditions for engagement of Advisor.

**Place :**

**Date :**

**Signature**

**(Full Name of Applicant)**