

F. No. 2-5/2025-CEA
Government of India
Ministry of Cooperation
Cooperative Election Authority

9th Floor, Tower-E, World Trade Centre,
Naurojl Nagar, New Delhi-110 029

Dated the 3rd November, 2025

NOTICE

Subject: Engagement of 02 Young Professionals (Legal) in the Cooperative Election Authority-reg.

The Cooperative Election Authority invites applications from eligible individuals for consultancy contract as under:

Sl. No.	Details of Position	Essential Qualifications	Desirable Qualifications	Upper age limit	Monthly remuneration
1.	Young Professionals (Legal) (02)	LLB from any of the National Law universities or National Law Schools or any other recognized institution in the country.	Post Graduate Degree in Law and higher experience in the relevant area would be given preference. Experience in Election related matters would be given preference.	32 years	Consolidated monthly remuneration of Rs. 60,000/-

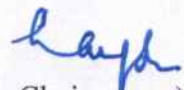
2. About Cooperative Election Authority

The Cooperative Election Authority (The Authority) was established vide its notification dated 11 March, 2024. The authority is headed by a chairperson and presently it consists of Vice-Chairperson and a Member notified by the Central Government. The functions of the authority are as follows: -

- i. Conduct the elections of the multi-State co-operative society;
 - ii. Supervise, direct and control the matters relating to preparation of electoral rolls; and
 - iii. Such other functions as may be prescribed.
3. The detailed terms of reference for the advertised post are attached herewith.
 4. The terms and conditions for issues related to Young Professionals shall be regulated by the Authority's Guidelines as framed and modified from time to time.
 5. **Interested candidate may apply through mail at cea-2023@gov.in in enclosed proforma addressed to the Section Officer, Cooperative Election Authority, 9th Floor Tower-E, World Trade Centre, Naurojl Nagar, New Delhi-110 029.**

6. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. The Authority shall send all **communication to the said email ID. In case, a candidate does not have a valid personal** email ID, he/she should create one before applying for the advertised post.
7. The last date for receipt of applications is **30 days** from the date of publication in the Employment News.
8. The Authority reserves the right to accept **or reject the applications without assigning any reasons.**

Encls: Detailed Terms of Reference for the advertised post and Proforma for **application.**


(Vice-Chairperson)
Cooperative Election Authority

To,

1. NIC with a request for uploading the notice on the website of Ministry of Cooperation and O/o CRCS under What's New
2. All National Law Schools/Universities and Delhi University

Pro Forma For the Position of Young Professionals in Cooperative Election Authority.

BIO-DATA

latest Passport
Size Photograph

A. Position Applied for: YOUNG PROFESSIONAL

(Please mention the name of the post applied for)

B. Personal Information:

1.	Full Name (in Block Letters)				
2.	Father's/ Husband's Name				
3.	Address for Communication				
4.	Tele phone/Mobile No.				
5.	E-mail ID				
6.	Date of Birth				
7.	Age as on 01.07.2025				
8.	Educational Qualification from 10 th Standard Onwards (Please enclose copy of Certificate/Mark sheet)	Course/Degree	Name of Board/ University	Date of Passing	Percentage/ CGPA
9.	Professional Qualification				
10.	Bar Counsel Registration, if any				

C. Details of previous employment/experience with valid documentary evidence (in Chronological Order) *

Organization Detail	Period of Engagement	Nature of Assignment	Last Salary/wages etc. drawn

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**Use separate sheet to fill the complete details, if required.*

- D. Certified that the information furnished above are true to the best of *my* knowledge and belief. I understand that in case, any of the information furnished above is found to be fake, at any stage before or after appointment, *my* appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

(Name _____)

Place: _____

Date: _____

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Terms of Reference for engaging Legal Consultant

1.	Name of the Position	Young Professionals (Legal) (02 Posts)
2.	Period of engagement	Initially for a period of 01 (one) year and extendable by 01 (one) year, if there is need and performance is found satisfactory.
3.	Nature of engagement	The engagement will be purely on contractual basis and the Cooperative Election Authority reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course, the person shall be given one month notice period before termination of contract or one month pay in lieu of the notice period.
4.	Scope of duties	Preparation of Documents: - i. Codification of Procedure/guidelines ii. Training material iii. Handbook of RO Apart from the above, the following will also form part of duties:- (a) Assist the Authority so that court cases as well as matters which require examination from a legal point of view (OAs/WPs /SLPs/CIC matters) can be done in a professional manner. (b) Provide technical inputs on references made to the Authority with respect to rules, policies and legislations pertaining to the Authority. (c) Drafting of affidavits and documents, legal inputs in all the matters/court cases pertaining to the Authority. (h) Scrutiny and fact finding of documents from legal point of view. (d) To provide support to the panel/team formed in the Authority in court cases in entire country. (e) Maintaining database of ongoing and disposed court cases (f) Any other work incidental and consequential to the above duties may be instructed from time to time
5.	Job Location	Cooperative Election Authority, 9th Floor, Tower-E, World Trade Centre, Naurojl Nagar, New Delhi-110 029
6.	Eligibility and Educational Qualifications	LLB from any of the National Law universities or National Law Schools or any other recognized institution in the country.

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		Desirables Post Graduate Degree in Law and higher experience in the relevant area would be given preference. Experience in Election related matters would be given preference.				
7.	Age Limit	Not More than 32 years				
8.	Experience	One year experience.				
9.	Remuneration & Entitlements	Consolidated monthly remuneration of Rs. 60,000 /-				
10.	Allowances	The Young Professional may require to undertake domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA detailed below: - <table><tr><td>Mode of Journey</td><td>Reimbursement of Hotel, Taxi and food Bills</td></tr><tr><td>By Air (In Economy class) or by Rail in AC two tier</td><td>Hotel accommodation upto Rs. 2250/- per day; Taxi charges upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.</td></tr></table>	Mode of Journey	Reimbursement of Hotel, Taxi and food Bills	By Air (In Economy class) or by Rail in AC two tier	Hotel accommodation upto Rs. 2250/- per day; Taxi charges upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
Mode of Journey	Reimbursement of Hotel, Taxi and food Bills					
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11.	Leave	The contractual employees shall be entitled to avail 08 (Eight) days' Leave in a year on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed. The absence upto one month may be considered without remuneration. The women consultant may be eligible for Maternity leave as per Maternity Benefits (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide no. S-36012/03/2015-SS-1 dated 12th April, 2017				
12.	Termination of Contract	The appointment of Young Professionals is of temporary nature and the Cooperative Election Authority can cancel the appointment at any time without providing any reason for it. The Authority reserves the right to terminate the contract at any time in case: - The contractual employee is unable to satisfactorily complete the assigned tasks; - The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; - The contractual employee is absent from duty without authorization; - The Authority chooses not to renew the contract at the end of the initial period of engagement; - Any other reason, such as: - Non-completion of assigned task;				

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		ii. Moral-turpitude
13.	Requirement of prior notice	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days ' notice to the Authority or one-month's salary in lieu of the notice period.
14.	Confidentiality Clause	a. During the period or engagement with the Authority the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he /she may have come across during the period of his/ her engagement in the Authority to anyone who is not authorized to have the same. b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Authority on any matter during the period of his/her engagement with the Authority.
15.	Conflict of Interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning during his/her employment are liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working Hours	The normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

17. SELECTION PROCESS

17.1 The application received shall be screened/ shortlisted on the basis of Educational Qualifications, Experience in research field, post qualification experience etc. and any other proficiency desirable for the post. The shortlisted candidates shall be called for interview for merit-based ranking and selection of candidates. The candidates shall be tested on (i) Constitution of India (ii) Multi-Sate Cooperative Act (iii) Banking Regulation Act, 1949 (iv) National Federations etc and Cooperative Sector. The panel of shortlisted applications shall be interviewed by a committee.

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18. **Police Verification**

Police Verification of the Young Professionals shall be done as per the latest instructions issued by MHA after joining. In case, the police verification is received as negative, the contract of Young Professional shall cease to exist with immediate effect without any notice.

19. **Tax deduction at Source**

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 Cooperative Election Authority will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Young Professional. The Authority undertake no liability for taxes or other contribution payable by the Young Professional on payments made under this contract.

20. The above conditions may be relaxed by the Chairperson, CEA, if required.

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