

F.No. A-12034/01/2025-OMB/CRCs
Office of Cooperative Ombudsman
Ministry of Cooperation
Government of India

9th Floor, Tower-E, World Trade Centre,
Naurojl Nagar, New Delhi-110 029
Dated the 22nd January, 2026

NOTICE

Subject: Engagement of 01 Young Professional (Legal) in the office of Cooperative Ombudsman -reg.

Office of the Cooperative Ombudsman 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 Professional (Legal) (01)	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 experience specially in matters related to Multi State Cooperative Societies	32 years as on 01.01.2026	Consolidated monthly remuneration of Rs. 70,000/-

2. About office of Cooperative Ombudsman:

Following the amendment to the Multi State Cooperative Societies (MSCS) Act, 2002, Cooperative Ombudsman has been appointed u/s 85A of the said Act vide gazette notification dated 05.03.2024.

a. Cooperative Ombudsman considers the following categories of Complaints or Appeals, from members of the MSCS, as the case may be: -

- i. **Complaints by Members:** Complaints by members regarding their deposits, equitable benefits of the Multi State Co-operative Society's functioning or any other issue affecting the individual rights of the concerned member.
- ii. **Appeal against the order of Cooperative Information Officer:** Appeals preferred under sub-section (4) of Section 106, by members against the order passed by the Co-operative Information Officer.

3. The detailed terms of reference for the advertised post are attached herewith.

4. Interested candidate may apply through mail at mscs-ombudsman@gov.in or in physical format in enclosed proforma addressed to **Shri Alok Agarwal, Cooperative Ombudsman, 9th Floor, Tower-E, World Trade Centre, Naurojl Nagar, New Delhi-110 029.**

5. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. The office of Cooperative Ombudsman 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.
6. The last date for receipt of applications is 30 days from the date of publication in the Employment News.
7. The office of Cooperative Ombudsman 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.

Kuldeep Singh Ranga
22/01/2026

(Kuldeep Singh Ranga)

Sr. Statistical Officer

Office of Cooperative Ombudsman

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. Under Secretary (CS-1), Department of Personnel & Training. Lok Nayak Bhawan, New Delhi- with the request to upload the advertisement on the website of DoP&T for wider publicity.
3. Employment News (English Version)

Proforma for the position of Young Professional (Legal) in office of Cooperative Ombudsman.

BIO-DATA

latest
Passport Size
Photograph

A. Position Applied for: YOUNG PROFESSIONAL (LEGAL)

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 01.01.2026				
8.	Educational Qualification from 10th 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 No.				

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

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

D. Certified that the information furnished above is true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, 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:

Terms of Reference for engaging Young Professional

1.	Name of the Position	Young Professional (Legal) (01 Post)				
2.	Period of engagement	Initially for a period of 01 (one) year. (extendable for maximum upto 2 more years, subject to performance review)				
3.	Nature of engagement	The engagement will be purely on contractual basis. Cooperative Ombudsman 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.				
4.	Scope of duties	<ul style="list-style-type: none">• Examination, processing and disposal of complaints in terms of MSCS Act, 2002 and Rules thereunder.• Disposal of court related matters and all issues related thereto including scrutiny of documents, drafting of affidavits, reply to OAs/WPs /SLPs/CIC matters etc.• Codification of procedures, guidelines including Handbook for Cooperative Ombudsman.• Maintaining database of court cases.• Any other work as may be assigned from time to time.				
5.	Job Location	Office of Cooperative Ombudsman, 9th Floor, Tower-E, World Trade Centre, Naurojl Nagar, New Delhi-110029.				
6.	Eligibility and Educational Qualifications	LLB from any of the National Law University or National Law School or any other recognized institution in the country. Desirable Post Graduate Degree in Law and experience specially in matters related to Multi State Cooperative Societies.				
7.	Age Limit	Not more than 32 years as on 01.01.2026				
8.	Experience	Minimum one year experience.				
9.	Remuneration & Entitlements	Consolidated monthly remuneration of Rs. 70,000 /-				
10.	Allowances	<div>The Young Professional(Legal) may require to undertake domestic tours subject to approval of the Competent Authority and will be allowed TA/ DA as detailed below: -<table><tr><th>Mode of Journey</th><th>Reimbursement of Hotel, Taxi and food Bills</th></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></div>	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.
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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				

		<p>contract of one year will neither be carried forwarded to next year (in case of extension) nor can be encashed.</p> <p>Women consultant would 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</p>
12.	Termination of Contract	<p>The appointment of Young Professional (Legal) is of temporary nature and the Cooperative Ombudsman can cancel the appointment at any time without providing any reason. Cooperative Ombudsman reserves the right to terminate the contract at any time in case:</p> <ol style="list-style-type: none"> 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 Cooperative Ombudsman chooses not to renew the contract at the end of the initial period of engagement; Any other reason including moral-turpitude etc. <p>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.</p>
13.	Requirement of prior notice	<p>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 office of Cooperative Ombudsman or one-month's salary in lieu of the notice period.</p>
14.	Confidentiality Clause	<ol style="list-style-type: none"> 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 office of Cooperative Ombudsman to anyone. 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. 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 office of Cooperative Ombudsman on any matter during the period of his/her engagement.
15.	Conflict of Interest	<p>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</p>

		Government functioning during his/her employment is liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working Hours	Office working hours shall be from 9.00 AM to 5.30 PM. However, in case of exigencies of work, he/she may be required to sit late and attend office on public or gazetted holidays. Attendance would be made through Biometric Attendance System.

17. **SELECTION PROCESS**

The applications received shall be screened/ shortlisted on the basis of above terms & conditions. The shortlisted candidates shall be called for interview for merit- based ranking and selection of a candidate. The candidates shall be tested on (i) Constitution of India (ii) Multi-State Cooperative Societies Act, 2002 and Rules thereunder (iii) Banking Regulation Act, 1949 (iv) Cooperative Sector in general etc.

18. **Police Verification**

Police Verification of the Young Professional (Legal) 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 (Legal) shall cease to exist with immediate effect without any notice.

19. **Tax deduction at Source**

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 office of Cooperative Ombudsman will issue TDS Certificate/s. The office of Cooperative Ombudsman undertakes 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 Cooperative Ombudsman, if required.
