

**F.No. A/03/2016-NALSA/7336**  
**Government of India**  
**Department of Justice**  
**(NALSA)**

12/11, Jam Nagar House,  
Shahjahan Road, New Delhi-110011  
011-23385321,23382778  
[E-Mail-nalsa-dla@nic.in](mailto:E-Mail-nalsa-dla@nic.in)  
March 12, 2019

**Circular**

**Sub: Engagement of one part-time Consultant (Media & Publication) and one part-time Consultant (Data Analyst) in National Legal Services Authority, 12/11, Jam Nagar House, Shahjahan Road, New Delhi.**

National Legal Services Authority (NALSA) invites applications for engagement as Consultant (Media and Publication) and Consultant (Data Analyst) on part-time basis.

**1. Work Profile of Consultant (Media and Publication):-**

**Eligibility Criteria:**

- i. Bachelor Degree in IT/Mass Communication/Law or its equivalent.
- ii. Excellent oral and written communication skills in English and Hindi.
- iii. Excellent computer skills & excellent knowledge of print/electronic media.

**Nature of Duties:**

- i. Creation of suitable content for various media platforms.
- ii. Assist in improvement of content for NALSA website.
- iii. Streamline the rollout of media related activities.
- iv. Screen and edit inputs in accordance to media option such as Press, Radio, Television and Social Media.
- vi. Any related work as required by NALSA.

## 2. Work Profile of Consultant (Data Analyst):-

### **Eligibility Criteria:**

- i. Graduation in Mathematics or Economics, Information Management or Statistics or equivalent.
- ii. Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- iii. Strong knowledge of and experience of Excel and other analytical tools.
- iv. Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc).
- v. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- vi. Adept at queries, report writing and presenting findings.

### **Nature of Duties:**

- i. Interpret data, analyze results using statistical techniques and provide ongoing reports.
- ii. Work with NALSA to prioritize information needs.
- iii. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- iv. Acquire data from primary or secondary data sources and maintain databases/data systems.
- v. Identify, analyze, and interpret trends or patterns in complex data sets.
- vi. Filter and clean data by reviewing computer reports, printouts, and performance indicators.
- vii. Locate and define new process improvement opportunities.

## 3. TERMS AND CONDITIONS/GUIDELINES FOR APPOINTMENT AS CONSULTANT

### **i. Period of engagements of consultants:**

- (a) The initial engagement as consultant would be for a period of six months.
- (b) The engagement of consultants would be of a temporary nature against the tasks assignment and can be terminated at any time without assigning any reason.

**ii. Monthly Honorarium:**

- (a) Part time consultants engaged for Media and Publication and Data Analyst will be entitled to a monthly honorarium of Rs. 30,000/- per month.

**iii. Selection:**

- (a) The proficient/suitability of the candidates fulfilling criterion as mentioned would be decided by the Selection Committee of the officers constituted for the purpose. The recommendation of the committee would be final.
- (b) Prior experience on the scope of work/job responsibilities of post/role applied for will be an added advantage during selection.

**iv. Powers:**

The consultant shall not exercise any statutory, legal or financial powers.

**v. Confidentiality of Data and documents:**

The consultants shall not utilise or publish or disclose or part of the data or statistics or proceedings or information gathered during the course of their engagement without the written consent of NALSA.

**vi. Reporting:**

The consultant shall have to visit and report at NALSA office as and when required.

**vii. Deduction of Tax at source:**

The income tax or any other tax liability will be deducted as per rules at source before effecting the payment, for which NALSA will issue TDS Certificate.

**viii. Rights of NALSA:**

NALSA reserves all the rights to cancel or not to proceed in the matter for engagement of consultant at any stage without giving any notice.

**ix. Termination of engagement:**

NALSA may terminate contract if:

- The consultant is unable to address the assigned work.
- The quality of work is not to the satisfaction of NALSA.
- The consultant is found lacking in honesty and integrity.
- NALSA reserves right to terminate contract at any time without notice.

4. Interested candidates may submit their application in the enclosed format with two recent passport size photograph as per Annexure-I in sealed cover superscribed "Application for Consultant in NALSA" addressed to Sh. Kamal Singh, Under Secretary, NALSA, 12/11, Jam Nagar House, Shahjahan Road, New Delhi-110011 within 15 days from the date of publication of this circular. Candidates may also send their application at e-mail address [nalsa-dla@nic.in](mailto:nalsa-dla@nic.in). Application needs to be strictly in the format as per Annexure-I. Application received after due date will be rejected outrightly.

  
12/3/19

(KAMAL SINGH)  
UNDER SECRETARY

**BIO-DATA**

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Telephone No. :  
Mobile No. :  
Email Id :

7. (i) Academic/Professional Qualification:

Degree	University	Field/Specification	Year of Passing	Any other info.

- (ii) Details of Experience:

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					

- (iii) Additional information, if any, which you would like to mention in support of your suitability for post. Enclose a separate sheet, if the space is insufficient.

Date:

Place:

**Signature of the Candidate**

