



NATIONAL LEGAL SERVICES AUTHORITY
राष्ट्रीय विधिक सेवा प्राधिकरण



एक ही धरती • एक ही परिवार • एक ही भविष्य
ONE EARTH • ONE FAMILY • ONE FUTURE

**B-BLOCK, GROUND FLOOR, ADDITIONAL BUILDING COMPLEX,
SUPREME COURT OF INDIA, NEW DELHI- 110001**
बी-ब्लॉक, भू-तल, एडिशनल बिल्डिंग कॉम्प्लेक्स,
सुप्रीम कोर्ट ऑफ़ इंडिया, नई दिल्ली-110001
**COMMUNICATION ADDRESS- JAISALMER HOUSE, 26,
MAN SINGH ROAD, NEW DELHI-110011**
पत्राचार का पता- जैसलमेर हाउस, 26, मान सिंह रोड,
नई दिल्ली-110011

EMAIL: nalsa-dla@nic.in
WEBSITE: www.nalsa.gov.in
PH: 011-23382778, 23381450
FAX: 011- 23382121



F.No.A/07/2023-NALSA/31/7
April 16, 2024

Vacancy Circular

Sub: Engagement of one Consultant (IT) in National Legal Services Authority on contractual basis.

1. National Legal Services Authority (NALSA) invites applications for engagement of one Consultant (Information Technology) on contractual basis.

2. Eligibility Criteria/Job profile:

I.	Post	Consultant (IT)
II.	No. of Post & Location	One (01) at Delhi
III.	Age as on 01.04.2024	Below 35 years
IV.	Education Qualifications	B. Tech (Computer Science & Engineering, Information Technology, Electronics & Communication Engineering) OR B.E. (Computer Science & Engineering, Computer Technology, Electronics & Communication Engineering) OR MCA OR M.Sc. (IT OR CS) OR M.Tech in Computer Science
V.	Work Experience	<ul style="list-style-type: none">• Minimum five years' experience in the area of IT or ITES projects.• Knowledge of IT concepts and architectures, coupled with practical knowledge of problem management, principles, and processes of development quality assurance framework, etc.• Preferably have worked on laying down guidelines for S/w development quality assurance framework, etc.• Minimum 5 years of experience in the implementation of IT projects
VI.	Nature of Duties/ Job Profile	<ul style="list-style-type: none">• Developing a Digital Interface.• Regularly updating it and its maintenance as well as its integration with other interfaces.• Evaluating the shortcomings of the NALSA Web Portal and support initiatives to address the gaps.• To get the shortcomings resolved and new applications developed through IT Team of NALSA and NIC.

(Signature)



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		<ul style="list-style-type: none">To implement proper functioning of Website/Web-Portal of NALSA.To liaison with the Higher Authorities and to brief them about the targets achieved and technical difficulties being faced, along with solutions.To do R&D work for NALSA in order to achieve the Vision and Mission of NALSA.
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Other Requirements	Industry certifications such as A+, Network+, Security+, MCTS, MCSA, ITIL V3, etc.
IX.	Tenure	The selected candidate will be engaged initially for a period of 1 year on contractual basis from date of joining, that may be extended on the basis of performance appraisal.
X.	Remuneration	₹ 80,000/- per month and 5% increment every year till the salary reaches upto Rs. 1 lakh.
XI.	Leave	During the period of contractual engagement, the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed remuneration. The accumulated leave will not be encashable.
XII.	Selection Process	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the interview does not qualify a candidate for the job.



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3. Candidates will require to submit following documents:

- Brief Resume
- Proof of Date of Birth
- Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
- Experience certificates
- ID Proof
- Form-16/Last Salary Slip.
- Recent Photograph
- Signature

4. TA/DA: The Consultant (IT) shall be allowed to undertake domestic tours as required by their duties for which TA/DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing grade pay of Rs. 4,800/- (pre-revised) of Level 8 of 7th CPC.

5. Duty Hours: It is full time job and Consultant (IT) may be required to work beyond working hours subject to work exigency. If required, the Consultant (IT) may be called for duty on Sunday and Gazetted Holidays.

6. Confidentiality of Data and documents: The Consultant (IT) shall not utilise or publish or disclose any part of the data or statistics or proceedings or information gathered during their engagement without the written consent of NALSA.

7. 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.

8. Termination: The engagement may be terminated by the Competent Authority without assigning any reason by giving one month's notice. The Consultant (IT) intending to leave the assignment at pre mature stage shall be required to give prior notice in writing at least one month in advance.

9. Verification: The Police Verification of the Consultant (IT) shall be done as per the latest instructions issued by MHA.



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10. Mode of Application: Interested candidates may submit their scanned application in the enclosed format (Annexure-I) with requisite documents as mentioned **at Sr. No. 3 above** on or before 2nd May, 2024 (till 17:00 hours) at e-mail address nalsa-dla@nic.in or through Post/In-Person with the subject “**Application for Consultant (IT) in NALSA.**” Application needs to be strictly in the format as per Annexure-I. Application received after due date and time will be rejected out rightly.

(RAJEEV KUMAR YADAV)
UNDER SECRETARY

1. Name:
2. Father's Name/Mother's Name:
3. Gender
4. Date of Birth:
5. Age:
6. Nationality:
7. Current Postal Address with Post Office code & name of Police Station:
8. Email ID:
9. Contact No. (Tel)..... Mobile.....
10. Permanent Address:
11. Educational Qualification (Bachelor degree and above)

S. No	Course/ Degree	Subject (Specialization)	Name of University	Year of Passing	Division With % marks obtained	Enclosure of self-attested copies (Yes / No)

[illegible]

13. Knowledge /Skills

- Have you ever worked for any of Central/State Government ?
If yes, please provide details of nature of work undertaken.
- Computer Skills:
- Language known:
- Other skill as prescribed:

14. Reference: Please provide name and contact details of 2 references

Sl. No.	Full Name of Reference	Name of Organization	Contact details (email ID and Phone no.)

15. Please state briefly the reasons why you think you are an outstanding candidate for this job. (Maximum 1000 characters)

16. Declaration: This is to certify that I, S/O / D/O, W/O,, resident of, Dist.-....., State..... have no pending administrative and /or criminal case before any court/authorized body. I, further certify that I have never been found guilty/convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and believe and if selected and appointed I will produce the original of all the documents.

(Signature)

Name.....
Date: