

**Government of India
Ministry for Law and
Justice Department of
Justice**

**Calling application for the Consultants for various positions in
Department of Justice on Contractual Basis**

Applications are invited for Consultants to be engaged on contract basis, initially up to 30th September 2026 from the date of joining (which may be extended on need basis) for Project Monitoring Unit (**PMU**) of Designing Innovative Solutions for Holistic Access to Justice (DISHA) Scheme under the Department of Justice.

2. The applications must be submitted **ONLINE ONLY**, on email **nk.tongar@gov.in** and **oa1.a2j@govconsultant.nic.in** by last date of submission of applications i.e. ***within 21 days from the date of publication of this advertisement. Candidates are to note that incomplete applications or not in the prescribed format and without supporting documents of educational qualifications and experience etc. will not be considered and may be rejected.***

3. The terms and conditions for engagement of consultants on contractual basis are as follows:

Name of Position	Scheme Coordinator	MIS Consultant	Program Assistant (Accounts)
Number of Positions	1 (One)	1 (One)	1 (One)
Monthly Remuneration in Rs.)	Rs. 1,20,000/-	Rs. 45000/-	Rs. 35,000/-
Educational Qualification & Experience	Qualifications: MBA / PGDM in Project Management or a related field along with a Project Management Professional (PMP) Certificate from a recognized institution. Experience: i. Minimum of 10	Qualification: <ul style="list-style-type: none"> • Bachelor degree in IT, computer science or related field • Certification course in MIS or related field Experience: Minimum 2 year of Experience with a broad	Qualification: Graduate from a recognized University with four years experience in Audit and Account matters in Central Government Experience: i. Minimum 4 years of experience in the management of accounts/finance

	<p>(Ten) years proven experience in the Govt of India / Ministries/ Departments and having led / manage major schemes/ programmes having Pan India ramifications and multi-stakeholder coordination.</p> <p>ii. Strong expertise in project planning, execution, monitoring, and stakeholder coordination.</p> <p>iii. Experience in managing vendor contracts, Service Level Agreement (SLAs), risk mitigation, budgeting.</p> <p>iv. Proven experience in managing large-scale IT/e-governance projects.</p>	<p>range of applications and software Knowledge of various MIS reporting tools Work experience in the social / development sector is preferable, with experience of working with partners including NGOs, Social enterprises etc.</p>	<p>in Govt/Public Sector.</p> <p>ii. Good knowledge of Public Financial Management System (PFMS) functional in the Government of India for funds allocation, disbursal and utilization monitoring</p>
Age	Not more than 45 years as on the date of publication	Not more than 40 years as on the date of publication	Not more than 40 years as on the date of publication
Place of Posting	New Delhi	New Delhi	New Delhi

Method of Recruitment	Contract-based from open market	Contract-based from open market	Contract-based from open market
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Job Description and Responsibilities:-

<p>Name of Position : Scheme Coordinator</p> <ul style="list-style-type: none"> • Managing day-to-day project operations, track progress and ensure timely milestone completion, Coordinate with Stakeholders, oversee PMU performance, and resolve operation issues. • Coordinating and providing inputs wherever required in the three programs (Tele-Law, Nyaya Bandhu & LLLAP) under DISHA Scheme and processing the file for release of disbursement of funds. • Provide technical guidance to Project Managers/Program Associates/Assistants and supervise their performance • Coordination with stakeholders with regard to any events to be held for outreach and dissemination of the scheme • Provide advisory support in policy and facilitate knowledge building and management (planning, budgeting, implementation and coordination) • Assisting in preparation of notes, briefs (including Press Briefs) in respect of all programs under the DISHA scheme as called by the Secretary (J) and any other reference from other divisions of the Ministries • Providing inputs on miscellaneous subjects to Coordination division w.r.t to A2J • Any other additional responsibility assigned by Senior Officers
<p>Name of Position : MIS Consultant</p> <ul style="list-style-type: none"> • Planning, monitoring, analyzing and troubleshooting IT frameworks. • Interpreting briefs and creating IT frameworks that meet all particulars and cost prerequisites. • Assisting with training and onboarding measures. • Guaranteeing staff consent to the organization, just as wellbeing and security guidelines consistently. • Looking after, overseeing, and refreshing software systems. • Overseeing advanced security and ensuring all anti-virus and firewalls are routinely refreshed. • Managing the expansion and maintenance of websites and guaranteeing the safety of clients' information. • Analyzing existing tasks, conventions, and processes, and making arrangements for development. • Conducting research, going to workshops, and networking with different experts in the business. • Provide regular & timely support to team in undertaking any tasks assigned to ensure proper implementation of the Project • Any other activity as may be identified and necessary or assigned by team.
<p>Name of Position : Program Assistant (Accounts)</p>

- Providing support to the team– Access to Justice (A2J) Division. Assistance in financial management to prepare report and budget as needed and digital transfer process (PFMS), Bills/Sanctions and in accordance with revenue.
- Putting up physical files as well as e-files with noting and drafting of letters for payments after analyzing the financial matter.
- Support in preparation of BE and RE on monthly, quarterly & annual basis of A2J division.
- Making sanctions orders and operate the PFMS- creating account of new stakeholders in PFMS portal in coordination with PFMS Administration;
- Coordinating and communication with the Stakeholders regarding the payment process and Tracking/follow up of payment process with account section accordingly.
- Maintaining the excel sheet format for the expenditure with the budget heads and keeping records of the expenditure.
- Coordinating with the stakeholders regarding the submission of Utilization Certificates timely and preparing database of the UCs.
- Implement the Revised Procedure for flow of funds under DISHA Scheme
- Training to implementing agencies for recording the transactions on PFMS portal, as and when required.
- Submission of TA/DA bills of officers/consultants as per their entitlement.
- Payment follows up with all the levels so that no payment is delay. Timely PAO informed to PD level for failed payments.
- Coordinate for PFMS training to PD & implementing agencies by PFMS trainers.
- Providing regular & timely support to team in undertaking any other tasks assigned to ensure implementation of the Project;

4. General Conditions & procedure for selection for engagement of consultant on contract basis:

I. **Procedure:**

- i. **The selection shall be made in accordance with the provisions under Rules 177 to 196 of GFR Rules 2017, Chapter - 6 ‘Selection of Consultants by Competitive Process’(Para 6.5-Consultancy Evaluation Committee) and Chapter 7 ‘Special Types of Engagements’, (Para 7.2- Selection of Individual consultants/ service providers) of Manual for Procurement of Consultancy & Other Services 2022.**
- ii. The requirement of Department of Justice will be advertised on Department’s official website as well as on NALSA’s website for wider publicity. It will also be published in two leading newspapers (One in Hindi and one in English)
- iii. The applications received shall be placed before a Screening Committee headed by officer of the level of Deputy Secretary/Director of the concerned scheme/project.

- iv. Shortlisted applications shall be placed before a Consultancy Evaluation Committee (CEC) headed by Joint Secretary of the concerned scheme/project.
- v. The Committee shall prepare a panel of 3 names per vacancy which will include 2 persons in the waiting list, subject to a receipt of adequate applications. The panel would be valid for a period of 6 months.

II. **General:**

- i. The Consultants shall not, except with the previous sanction of Department of Justice or into the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by Department of Justice.
- ii. **Confidentiality of data and documents:** The Consultant shall not utilize, publish or disclose any data or part thereof. The statistics or information or proceedings gathered during the course of engagement will not be published or disclosed, in any form, save with the express and written permission of the Department.
- iii. **Posting information on social media pertaining to official engagement:** The candidate selected for the job of Consultant shall have to take abundant care not to use her official designation or post any information relating to her work responsibilities or any official information on the social media, save with the specific written permission of the Department of Justice.
- iv. The Consultants/Sr. Consultants/ Experts shall not utilize, publish or disclose any data or part hereof. The statistics or information or proceeding gathered during the course of engagement will not be published or disclosed, in any form, save with the express and written permission of the Department.
- v. The Consultants/Sr. Consultants/ Experts shall not, except with the previous sanction of Department of Justice or in the bona-fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in a newspapers or periodical either in his own name or anonymously or pseudonymously in the name of other person, if such book, article, broadcast or letter relates to subject matter assigned to him by Department of Justice.

III. **Headquarter:** The Headquarters of the Consultant will be at New Delhi office of Department of Justice located in Jaisalmer House, 26, Man Singh Road, New Delhi. 110011- However, the services of the Consultant can be utilized at other stations as well as per the requirement of the Department. For leaving Headquarters by the Consultant prior approval of the controlling officer would

be required.

IV. **Office Timing:** The Consultant is required to work from 9:00 am to 5:30 pm on all week days, with half an hour's lunch break. The Consultant may be required to stay late in the office or attend office on holidays to complete assigned work. In case, the Consultant has to put on duty on a holiday, he will be entitled to a compensatory holiday in lieu of.

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

i. The Consultant/Sr. Consultant/Expert will not be eligible for Government Accommodation of House Rent Allowance, CGHS facility etc.

ii. The full-time consultant will however be eligible for official email id, government identification card, internet connection, telephone, office with standard equipment etc.

iii. Only basic working facilities/infrastructure will be provided to consultant. No telephone/internet facility at the residence of the Consultant shall be provided. Further, no subordinate staff will be provided to the Consultant.

VI. **Powers:** The Consultant shall not exercise any statutory, legal or financial powers.

VII. **Proper handing over official record/files equipment on expiry of consultancy:** At the time of termination of consultancy all official records/documents /files and official equipment like desktop / laptop/ Reference Books etc will be returned to the office.

5. Tenure:

i. Purely on contract basis for period upto 30th September 2026 from the date of joining, which may be extended on satisfactory performance, on year-to-year basis (financial year), on as required basis.

ii. This being a contractual engagement, it can be terminated at any time without assigning any reason. However, in the normal course it will require one month's notice to the consultant. Upon completion of minimum lock-in period of six months, the consultant may also leave the assignment by serving two months' notice in writing or, two month's remuneration in lieu of notice. However, in the event of extension, if any, based on the satisfactory performance of the consultant, the condition with respect to completion of minimum lock-in period of six months shall cease to be effective in respect of the consultant concerned.

6. Annual Increment: Up to 10% on completion of one year of continuous engagement, depending upon the satisfactory performance of the candidate.

7. Leave: 12 (Twelve) days in a year on pro-rata basis. The leave cannot be combined/extended in the next year of engagement. Additional leave without pay would be permitted only upon approval by Reporting Officer. The Consultant may be required to stay late in the office or attend office on holidays to complete

assigned work.

8. TA DA: No TA/DA shall be admissible for joining the assignment or at the time of its completion. The Consultant will be entitled to TA/DA for work related to travel on official business as per their entitlement.

9. Termination of engagement: The engagement of the Consultant would be of a temporary nature against the tasks assigned and can be terminated at any time without assigning any reason or notice. The Department of Justice may terminate the contract if:

- i. The Consultant (s) is/are unable to handle and perform the assigned work well in time;
- ii. The quality of work is not to the satisfaction of Department of Justice;
- iii. The Consultant (s) is/are fails in time to achieve milestones as decided by the Department of Justice;
- iv. The Consultant (s) is/are found lacking in honesty and integrity;
- v. If the Consultant takes up a job somewhere else while engaged as a Consultant in the Department of Justice;
- vi. Any breach of Clause 5 (i) as mentioned above

10. Relaxation: Under exceptional circumstances and in the case of meritorious candidates, the above guidelines may be relaxed with the approval of Secretary, Department of Justice..

11. Verification: The Police Verification of the Consultants shall be done as per the latest instructions issued by MHA.

CV Format for the positions of Scheme Coordinator, Program Assistant (Accounts) and MIS Consultant on contractual basis with Department of Justice, Government of India

Application for the post of.....

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 pin code & name of Police Station:

8. Email ID:

9. Contact No. (Tel)..... Mobile.....

10. Permanent Address with Post Office pin code & name of Police Station:

11. Educational Qualification (Bachelor degree and above)
(Please attach separate sheet if required)

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

12. Total Work Experience..... in years (starting from current to oldest)
(Please attach separate sheet if required)

S. No.	Name of Organization/ Institute	Period From/To	Nature of work (brief description of duties)	Self-attested copy of work experience attached (Yes/No)

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

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

14. Please state briefly as to how you are an outstanding candidate for this job.
(Maximum 1000 characters)

15. Declaration:

This is to certify that I, S/O / D/O / W/O, resident of, Dist, State..... have no administrative and /or criminal case pending 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:.....

Place:

Date: