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 a period of one year 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 2.0) Scheme under the Department of Justice.

2. The applications must be submitted **ONLINE ONLY**, on email ***gaurav.tripathi@nic.in*** and ***oa1.a2j@govconsultant.nic.in*** by last date of submission of applications i.e. ***within 45 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 Post	**Scheme Coordinator**	**Program Associate**
Number of Posts	1 (One)	1 (One)
Monthly Remuneration	Rs.1,30,000/-	Rs.50,000/-
Educational Qualification	**Essential:** • Masters Degree in Business Administration (MBA) / Public Policy / Public Administration from a recognized University / Institution in India or equivalent qualification from a foreign University / Institution duly recognized in India **Desirable:** • Preference will be given to candidates possessing Certificate in Project Management (CPM) / or any equivalent recognized project Management Certificate**.**	**Essential:** • Bachelor's degree in Law from a recognized University/Institution in India or an equivalent qualification from a foreign University /Institution duly recognized in India. **Desirable:** • Preference will be given to candidates having higher educational qualification in

		related field.
Experience	**Essential:** • Minimum of 08 (eight) years' experience of working in the Govt. of India's Ministries / Departments / Organizations including at least two years' experience as Project Coordinator / Team Leader of Central Government Scheme Project. **Desirable:** • Strong expertise in project management, planning, execution, monitoring, and stakeholder coordination. • Experience in managing vendor contracts, Service Level Agreement (SLAs), risk mitigation, budgeting. • Proven experience in managing large-scale IT/e-governance projects. **Note**: The shortlisted candidates are required to make a presentation (5 to 10 slides) showcasing their understanding of DISHA Scheme and vision / roadmap for its successful implementation.	**Essential:** • Minimum of 02 (two) years working experience in the Govt. of India Ministries / Departments / Organizations. **Desirable:** • Good communication skills. • Good command in MS-office and e-office working ecosystem.
Age	Not more than 45 years as on the date of publication	Not more than 40 years as on the date of publication
Place of Posting	New Delhi	
Method of Recruitment	Contract-based from open market	

4 . <u>General Conditions & procedure for selection for engagement of consultant on contract basis</u>:

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-Consultantcy 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. **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.

ii. **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.

iii. 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.

iv. The Consultants/Sr. Consultants/ Experts/equivalent 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/Professional 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 ill 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 an initial period of one year from the date of joining, which may be extended on satisfactory performance, on year-to-year basis, 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: (Kindly enclose proof of DoB)

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)	Whether possess minimum qualification required for the post	Name of University	Year of Passing	Enclosure of self-attested copies (Yes /No
1						
2						
3						
4						

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)	Whether possess minimum experience required for the post	Self-attested co of work experier attached (Yes/N

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) : The brief description should also contain qualification/experience related background required for the post (essential as well as desirable)

15. Declaration:

This is to certify that I, ... S/O / D/O / W/O, ..., resident of ....., District ..... ,
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: ……...

Annexure

Job Descriptions of Consultants (Post wise)

Job Title: Scheme Coordinator (DISHA)

Nature of Appointment: The engagement shall be purely on contract basis for an initial period of one year from the date of joining, which may be extended on satisfactory performance, on year-to-year basis, on as required basis with the approval of the competent authority.

Place of Posting: New Delhi

Job Duties and Responsibilities

- 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.
- Coordination with stakeholders with regard to any events to be held for outreach and dissemination of the scheme
- Provide technical/administrative guidance to Project Managers/Program Associates/Assistants in undertaking any tasks assigned to ensure proper implementation of the Project and supervise their performance
- Provide advisory support in policy and facilitate knowledge building and management (planning, budgeting, implementation and coordination) along with regular & timely support in development of annual work plans
- Assisting in preparation of notes, briefs (including Press Briefs) in respect of all programs under the DISHA scheme as called by higher officers and providing inputs on any reference from other divisions / other Ministries and Departments etc.
- Any other additional responsibility assigned by Senior Officers.

Job Title: Program Associate

Nature of Appointment: The engagement shall be purely on contract basis for an initial period of one year from the date of joining, which may be extended on satisfactory performance, on year-to-year basis, on as required basis with the approval of the competent authority.

Job Duties and Responsibilities

- Provide support to the team in:
- Planning, coordination, implementation and monitoring project activities – particularly Nyaya Bandhu programme;
- Drafting and reviewing concept notes, project documents etc.
- Conducting trainings, including ways of improving the training techniques & toolkit;
- Monitoring and strengthening the operation of pro bono online portal and

mobile applications through the following activities;

- Miscellaneous activities including preparations of presentations, speeches etc.
- Developing media and publicity plans and collaterals for initiatives including pro bono scheme to publicize the scheme among targeted audiences;

- Assist the team in:

- Organizing conferences, including undertaking all tasks related to the event;
- Coordinating and documenting consultations with stakeholders (government agencies, civil society actors, beneficiaries, lawyers, judicial officers etc.) to strengthen the project framework and achieving objectives;
- Dissemination and outreach of the publicity campaigns to appropriate audiences.
- Day to day data management of the integrated pro bono portal – web and mobile- including undertaking tasks of moderator via admin portal;
- Conduct research, analysis and documentation related to the project objectives, including institutionalization of pro bono services in the country;
- Liaising with project partners & stakeholders for strengthening and monitoring the project activities - undertaking field trips to inspect activities & participate in workshops;

- Identify and work with vendors and printers for design, development and printing of collaterals for the programme;
- Coordination & communication with beneficiaries and lawyers to provide support in availing services under the programme;
- Documentation & database analysis for periodic generation of reports, as and when required by the Department;
- Any other activity / task assigned from time to time.

****