

**CALLING APPLICATION FOR THE POST OF CONSULTANT IN  
DEPARTMENT OF JUSTICE**

**Department of Justice  
Ministry of Law & Justice  
Government of India**

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Department of Justice seeks to engage following personnel on contract basis, initially up to 31<sup>st</sup> March 2024 from the date of joining (which may be extended on need basis) for its DISHA (Designing Innovative Solutions for Holistic Access to Justice in India) Scheme of Access to Justice Division.

<b>S.No</b>	<b>Designation</b>	<b>Remuneration (Rs Per month)</b>	<b>Essential Qualifications and Experience</b>	<b>No. of Personnel</b>	<b>Age</b>
1	MIS Consultant	45,000/-	<ul style="list-style-type: none"><li>• Bachelor degree in IT, computer science or related field</li><li>• Certification course in MIS or related field</li><li>• 2-3 year of Experience with a broad range of applications and software</li><li>• Knowledge of various MIS reporting tools</li></ul> <p>Work experience in the social/development sector is preferable, with experience of working with partners including NGOs, Social enterprises etc</p>	<b>01 (for New Delhi)</b>	<b>40 years (as on 01.04.2023)</b>

Details including Terms of Reference are available on the Department's website [www.doj.gov.in](http://www.doj.gov.in). Remuneration indicated is all inclusive & consolidated and no additional benefits like Pension, Accommodation, CGHS benefits etc. are payable. Eligible candidates may send their applications by 24.02.2023, **in prescribed format only** with self attested copies of certificates, qualification and experience only through email at [ramsingh.66@gov.in](mailto:ramsingh.66@gov.in)

Please note physical applications, application without prescribed format, incomplete applications or those received after due date shall not be entertained. Only short-listed candidates will be intimated. The Department of Justice reserves the right to reject any or all applications without assigning any reason.

**Signed by  
B. Chandra Mohiyar  
Deputy Secretary**

## **Terms of Engagement of MIS Consultant on contractual basis under DISHA scheme of Access to Justice**

**Place of Posting:** New Delhi

**Remuneration:** Rs. 45,000.00 per month

**Job Title:** [MIS Consultant under DISHA (Designing Innovative Solutions for Holistic Access to Justice in India)]

**Nature of Appointment:** Consultancy. The engagement shall be purely on contractual basis, initially up to 31<sup>st</sup> March 2024 (from start date), which may be extended with the approval of the competent authority.

### **Job Duties and Responsibilities**

- 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.

**Education:** Bachelor degree in IT, computer science or related field

### **Experience & Skills**

- 2-3 year of Experience with a broad range of applications and software
- Experience managing team
- Certification course in MIS or related field
- Ability to train junior resources
- Knowledge of various MIS reporting tools
- Experience managing fleets of devices which includes mobile devices
- Assessing and deciding software and hardware for various applications

- Communication skills to clearly supervise and give clear instructions to colleagues
- Organization goals to allocate resources effectively.
- Work experience in the social/development sector preferable, with experience in on ground work with partners including NGOs, Social enterprises, etc;
- Required good analytical, communication, interpersonal and presentation skills;
- Required good command over English and Hindi (reading, writing and speaking); knowledge of any other Indian language would be an advantage.

**Age: 40 yrs as on 01.04.2023**

**CV format for the position of MIS Consultant for DISHA Scheme under Access to Justice Division.**

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

**Application for the post of MIS Consultant**

**\*Application only to be typed**

1. Name:
2. Father/Mother's Name:
3. Gender:
4. Date of Birth (dd/mm/yyyy): .....
5. Nationality:
6. Current Postal Address with Post office code & name of Police station

Email ID:

Contact No.(Tel):

Mobile:

7. Permanent address:

8. Educational Qualification (Bachelor degree and above)

(Please attach separate sheet if required)

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

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9. Work Experience (starting from current to oldest)

(Please attach separate sheet if required)

**Total work experience in years..... and .....months**

S.No.	Name of Organisation/ Institute	Period From /To	Nature of work (brief description of duties)	Enclosure of self-attested copies (yes/no)

10. Knowledge /Skills

- Have you ever worked in the social/development sector with partners on ground? If yes, please provide details of nature of work undertaken (max 50 words)

- Computer Skills:
  
- Languages known:
  
- Other skills as prescribed:

11. Reference: Please provide name and contact details of 2 referees

Sr.No.	Full Name of Referee	Name of organization	Contact details (email id and phone no.)

12. Please state briefly the reasons why you think you are an outstanding candidate for this job (Maximum 350 words)

13. 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/authorised 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 belief and if selected and appointed I will produce the original of all the documents

(Signature)  
Date

Self-attested check list of information & Declaration

S.No.	Item	Yes/No
1	Full Name as Degree certificate	
2	Postal address with postal PIN and Police Station	
3	Email id	
4	Mobile contact	
5	Education Qualification as prescribed	
6	Work experience as prescribed	
7	Skills and knowledge if available	
8	Self-attested certificate of educational qualification	
9	Self-attested document of work experience	
10	Self-declaration that information provided is true	