

The applicants may submit their application in the Proforma as given below by  
1<sup>st</sup> April 2023 at usmcell-justice-mha@nic.in and rk.katiyar@nic.in

Terms and Conditions for Engagement of Senior Consultant /Project officer on  
contractual basis with Department of Justice, Government of India

(i)-Details of requirement for senior consultant for FTSCs Scheme:

1	Name of Position	Senior Consultant
2	Number of Position	01 ( One)
3	Place of Posting	New Delhi
4	Method of recruitment	Contract based from open market
5	Tenure	Purely on contract basis for 3 (Three) years from the date of joining, extendable on satisfactory performance. However, being a contractual appointment the engagement can be terminated at any time without assigning any reason. However, in the normal course it will require one month's notice to the Senior Consultant concerned. The senior Consultant will also have to give notice of one month in case he/she proposes to leave the assignment.
6	Remuneration	Rs. 1.0 Lakh to 1.25 Lakh - Per Month



7	Annual Increment	Up to 10% depending upon the satisfactory performance of the candidate.
8	Educational Qualification	<p>Essential: Graduate in any discipline</p> <p>Desirable: (i) Post Graduation in Law (L.L.M.)/MBA</p> <p>(ii) Good Command over MS Word, Excel &amp; Power Point.</p>
9	Experience	More than 4 years of Post Qualification experience. Preference will be given to the candidates, who are having requisite experience in related/ similar field.
10	Job Description	<ul style="list-style-type: none"> <li>• Assist in achievement of periodic milestones set for the Division concerned in the Department of Justice.</li> <li>• Preparation of detailed activities, sub-activities and timelines for the same.</li> <li>• Plan and assist Video Conferencing with Law Secretaries and RGs/Nodal Officers of the High</li> </ul>

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		<p>Courts for addressing issues, if any.</p> <ul style="list-style-type: none"> <li>• Provide technical inputs in implementation of project activities, including course corrections, where required.</li> <li>• Provide support to the team in all activities like conducting trainings, ways of improving data entry techniques &amp; toolkit etc.</li> <li>• Provide support to department through miscellaneous activities including preparations of Power Point presentations, speeches, concept notes, press releases, case reviews etc.</li> <li>• Monitor, strengthen and prepare media campaign plans for initiatives for including the scheme to publicize among targeted audiences.</li> <li>• Provide regular &amp; timely support in development of annual work plans.</li> <li>• Any other work, with the approval of the Joint</li> </ul>
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		Secretary concerned.
11	Age limit	Not more than 40 Years on the date of publication of vacancy.
12	Leave	The Senior Consultant will be entitled to leave of 12 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

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**(ii)- Details of requirement for Project Officer for eCourts Project:**

1	Name of Position	Project Officer
2	Number of Position	01 ( One)
3	Place of Posting	New Delhi
4	Method of recruitment	Contract based from open market
5	Tenure	Purely on contract basis for 3 (Three) years from the date of joining, extendable on satisfactory performance. However, being a contractual appointment the engagement can be terminated at any time without assigning any reason. However, in the normal course it will require one month's notice to the project officer concerned. The project officer will also have to give notice of one month in case he/she proposes to leave the assignment.
6	Remuneration	Rs. 80,000 per month (Rs. Eighty thousand per Month)
7	Annual Increment	Up to 10% depending upon the satisfactory performance of the candidate.
8	Educational Qualification	Essential: Graduate in any discipline

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		Desirable: MBA/PGDM/LLB from reputed Institute  Good command over MS Word, Excel & Power point
9	Experience	More than 2 years of Post Qualification, as on closing date of vacancy publication. Preference will be given to the candidates, who are having requisite experience in related/ similar field.
10	Job Description	<p>The Project Officer will be required to provide high quality inputs in the E-Court MMP which will include the following:</p> <ul style="list-style-type: none"> <li>• PIB compilation</li> <li>• Technical Concept note</li> <li>• LIMBS</li> <li>• Monitoring the day to day progress of the E-Court MMP</li> <li>• Change Management</li> <li>• Maintain close liaison with the CPC s of the various High Courts as well as the E Committee</li> </ul>



		<ul style="list-style-type: none"> <li>• Process Reengineering</li> <li>• Agenda and Minutes of Meeting</li> <li>• Press Notes Report</li> <li>• Prepare all reports</li> </ul>
11	Age limit	Not more than 40 Years on the date of publication of vacancy.
12	Leave	The project officer will be entitled to leave of 12 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.



**Other General Conditions for Sr Consultant (FTSC) and Project Officer (eCourts):**

**a) Procedure for selection:**

- i. The selection shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 Selection of individual Consultant / Service Provider (para 7.1 and 7.2) Chapter - 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.
- ii. The requirement of Department of Justice will be advertised on the website as well in at least one newspaper.
- 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 one year.
- vi. Candidates selected in the panel, in order of their ranking, can also be considered for position of consultant/project officer in the Department at the remuneration of that particular position, if the candidate is willing.





**b) General:** The Sr. Consultant/Project officer 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.

**c) TA/DA:** The Sr. Consultant/ Project officer 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 7600 (pre-revised) of Level 12.

**d) Termination Notice:** The Department of Justice can cancel the engagement at any time without providing any reason for it. However, in the normal course it will require one month's notice to the Sr. Consultant/ Project officer. The Sr Consultant/ Project officer will also have to give notice of one month in case he/she proposes to leave the assignment.

**e) 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.

**f) Verification:** The Police Verification of the Sr. Consultant/ Project officer shall be done as per the latest instructions issued by MHA.



CV Format for the position of senior consultant/project officer on contractual basis with  
Department of Justice, Government of India

Applied for the post of .....

1. Name:
2. Father's/Mother's Name:
3. Gender:
4. Date of Birth:
5. Nationality:
6. Current Postal Address with Post Office code & name of Police Station)
7. Email ID:
8. Contact No.(Tel):..... Mobile:.....
9. Permanent Address:
10. 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 % of marks obtained	Enclosure of self attested copies (Yes/No)

11. Work Experience (starting from current to oldest)

(Please attach separate sheet if required)

Sl.No.	Name of Organisation/ Institute	Period From/To	Nature of Work (brief description of duties)	Enclosure of self attested copies (Yes/No)

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12. 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.
- Computer Skills:
- Language known:
- Other skill as prescribed:

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

Sl.No.	Full Name of Reference	Name of Organisation	Contact details (Email ID and phone no.)
1			
2			

14. Please state briefly the reasons why you think 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  
.....District.....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 offence 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.

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(Signature)

Name: .....

Date.....

**Self attested check list of information & Declaration**

Sl.No.	Item	Yes/No
1.	Full Name as per Degree/Certificate	
2.	Postal address with postal PIN and Police Station	
3.	Email ID	
4.	Mobile Contact	
5.	Educational 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	

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