

Government of India
Ministry for Law and Justice
Department of Justice

**CALLING APPLICATION FOR THE POST OF
PROGRAM COORDINATOR/MANAGER/ASSOCIATES**

Applications are invited from suitable candidates for the posts of one Program Coordinator, one Program Manager (Analytics), one Program Associate (Accounts), one Program Associate (Admin) and one Program Associate (Legal) to be engaged for Project Monitoring Unit (PMU) for Legal Aid Defense Counsel System (LADCS) Scheme under the Department of Justice. The interested candidates must submit their application in the pro-forma as given below within **21 days** of publication of this advertisement.

2. The applications must be submitted **online ONLY**, on email nk.tongar@gov.in and dilip.kumar66@gov.in by last date of submission of applications i.e. **within 21 days from the date of publication of this advertisement.**

3. The terms and conditions for engagement of Program Coordinator/Manager/Associates on contractual basis and the details of requirement are as follows:

Details of requirement for Program Coordinator/Manager/Associates

Name of Position	Program Coordinator	Program Manager (Analytics)	Program Associate (Accounts)	Program Associate (Admin)	Program Associate (Legal)
Number of Position	1 (One)	1 (One)	1 (One)	1 (One)	1 (One)
Place of Posting	New Delhi				
Method of Recruitment	Contract-based from open market				
Tenure	Purely on contract basis for period upto 31 st March 2025 from the date of joining, which may be extended on satisfactory performance, on year-to-year basis (financial year), on as required basis. 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 Program Coordinator/Manager/Associates. The Program Coordinator/Manager/ Associate will also have to give notice of one month in case he/she proposes to leave the assignment.				
Monthly Remuneration (in Rs.)	1,20,000/-	1,05,000/-	50,000/-	50,000/-	50,000/-
Annual Increment	Up to 10% on completion of one year of continuous engagement, depending upon the satisfactory performance of the candidate.				

Educational Qualification	Masters in Law or MBA with experience of managing programs.	Graduate in Law with (Essential) additional qualification/experience in IT projects (Desirable). Or Graduate in IT (Essential) with additional qualification/experience in Legal projects (Desirable).	Graduate in Commerce <u>Desirable:</u> MBA/PGDBM from reputed Institute.	Graduate in any discipline. <u>Desirable:</u> BCA/DCA having good command over MS Word, Excel & Power Point.	Graduate in LLB <u>Desirable:</u> Experience in dealing with legal matters preferably having worked with SCLSC/ SLSA/ HCLSC/ DLSA/ TLSC or as PLVs.
Experience	More than four years of Post Qualification experience of managing programs. Preference will be given to the candidates having requisite experience in related/similar field.		More than two years of Post Qualification experience. Preference will be given to the candidates having requisite experience in related/similar field.		
Job Description	<p>The Program Coordinator/Manager/Associates will be required to provide high quality inputs in the LADCS scheme which will include the following:</p> <ul style="list-style-type: none"> • Liaison with NALSA and other stakeholders w.r.t. various reports/data • Management/ Utilization of funds w.r.t. LADCS Scheme • Handling of litigations including updation on LIMBS portal • Compliance to latest guidelines issued by Ministry of Finance/NITI Aayog, etc w.r.t. new/existing schemes • Drawing of OOMF and tabling them in the Parliament in consultation with NITI Aayog • Reply to Parliament Questions • MIS dashboard of LADCS scheme • Evaluation of existing LADCS scheme and its continuation • Provide technical inputs in implementation of scheme activities, including course corrections, where required • Provide support to department through miscellaneous activities including preparations of Power Point presentations, speeches, concept notes, press releases, case reviews, etc • Monitoring the day-to-day progress of LADCS scheme • Any other work apart from the above allocated from time to time 				
Age limit	Not more than 40 Years as on the date of publication of vacancy.				
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.				

General Conditions for engagement of Program Coordinator/Manager/ Associates on contract basis:

I. Procedure for selection:

- i. The selection shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196, Chapter 7 'Selection of Individual consultants/ service providers' (para 7.1 and 7.2) and Chapter - 6 (para 6.5) of Manual for Procurement of Consultancy & 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.

II. General:

The Professionals 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.

III. TA/DA:

The Program Coordinator/Manager and Program Associates 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 in Pay Level 11 and 6 respectively.

IV. 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 Professionals. The Professionals will also have to give notice of one month in case he/she proposes to leave the assignment.

V. 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.

VI. Verification:

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

CV Format for the positions of Program Coordinator / Manager / Associates 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. Work Experience (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)

Place:

Name:

Date: