

Government of India
Ministry for Law and Justice
Department of Justice

**CALLING APPLICATION FOR THE POST OF
TWO SENIOR CONSULTANTS AND ONE CONSULTANT**

Applications are invited from suitable candidates for Two (2) Senior Consultants and One (1) Consultant to be engaged in the Department of Justice under the National Mission for Justice Delivery and Judicial Reforms. The interested candidates must submit their application in the pro-forma as given below within **15** days of publication of this advertisement.

2. The applications must be submitted online 'ONLY', vide email at gaurav.tripathi@nic.in / dir-nm-doj@gov.in by last date of submission of applications.

3. The terms and conditions for engagement of Senior Consultant (Legal), Senior Consultant (Legal & Administration) and Consultant on contractual basis and the details of requirement are as follows: -

Details of requirement for Senior Consultant (Legal)

Name of Position	Senior Consultant
Number of Position	1 (One)
Place of Posting	New Delhi
Method of recruitment	Contract-based from open market
Tenure	One (1) year on contractual basis from date of joining, subject to extension on satisfactory performance rendered. The Department reserves the right to terminate the engagement anytime without assigning any reason, with 1(one) month notice period. 1(one) month notice is also mandatory in case the Professional proposes to leave the assignment.
Remuneration	Rs. 1,00,000 (Rupees One Lakh only)
Annual Increment	Up to 10% depending upon the satisfactory performance of the candidate
Essential Educational Qualifications	Post Graduation / Doctorate in Law/Public Policy with excellent research skills. Preference will be given to candidate holding Ph. D. with research publications.
Experience	<ul style="list-style-type: none">• Minimum 04 (four) years of post-qualification as on 01.04.2025• Should be well versed with the working experience in PSUs/Ministries/Government.• Preference will be given to candidates who are having requisite experience in related /similar field.

Job Description	<ol style="list-style-type: none"> 1. Planning, co-ordinating and monitoring the activities of NMJDLR relating to (a) policy and legislative reforms; and (b) re-engineering of court processes and procedures; (c) reduction of arrears of cases. 2. Undertake Research Work in the field of Justice Delivery and Legal Reforms as well as provide technical assistance and support through in-house research, collection, collation and analysis of information / inputs received from various sources. 3. Supervise the management and provide expert inputs for the proposals / reports under Scheme for Action Research and Studies on Judicial Reforms. 4. Provide technical inputs for preparing the responses' to be filed by the Department of Justice before the: Supreme Court / High Courts / District and, Subordinate Courts in the cases pertaining to Judicial Reforms and other matters. 5. Assist Department of Justice in partnership building with civil society and other stakeholders including overseas/foreign agencies under the Global Indices for Reform and Growth exercise. 6. Preparation of Speeches/Briefs for the Offices of Minister of Law and Justice, Minister of State for Law and Justice, Secretary (Justice) etc. and Prime Minister's Office and others for occasions/events/visits. 7. Provide inputs for preparation of responses to various Parliament Questions / Assurances / Demand for Grants Questionnaire on issues relating to pendency of cases in courts, judge population ratio etc. by conducting data analysis and research. 8. Any additional responsibilities assigned by the Department as per requirements.
Age Limit	Not more than 40 years on date of publication of vacancy advertisement.
Leave	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

Details of requirement for Senior Consultant (Legal & Administration)

Name of Position	Senior Consultant
Number of Position	1 (One)
Place of Posting	New Delhi
Method of recruitment	Contract-based from open market
Tenure	One (1) year on contractual basis from date of joining, subject to extension on satisfactory performance rendered. The Department reserves the right to terminate the engagement anytime without assigning any reason, with 1(one) month notice period. 1(one) month notice is also mandatory in case the Professional proposes to leave the assignment.
Remuneration	Rs. 1,00,000 (Rupees One Lakh only)
Annual Increment	Up to 10% depending upon the satisfactory performance of the candidate

Essential Educational Qualifications	Post-Graduation / Graduation in Law from a recognized University / Institution in India or from a university or Institution abroad duly recognized in India.
Experience	<ul style="list-style-type: none"> • At least 7 years of experience in legal field • At least 6 years of experience in the Government. • Strong understanding of government functioning, legal compliance and administrative procedures. • Preference will be given to candidates who are having requisite administrative and legal experience
Job Description	<p>1. Legal Advisory & Policy Analysis:</p> <ul style="list-style-type: none"> • Handle and monitor the court cases. • Provide expert legal advice on policy matters, judicial reforms and administrative processes to ensure compliance with government regulations. • Assist in drafting and reviewing legal documents, policies, guidelines and reports for the Department of Justice. • Analyse legal frameworks and suggest modifications for improving judicial efficiency. <p>2. Parliamentary & Government Affairs:</p> <ul style="list-style-type: none"> • Provide inputs for legislative and parliamentary matters and legal briefs. • Ensure compliance with parliamentary procedures, administrative protocols and legal formalities in coordination with government agencies. • Prepare detailed reports and background notes for legislative discussions and committee meetings. <p>3. Administrative & Governance Support:</p> <ul style="list-style-type: none"> • Oversee and coordinate administrative matters, ensuring seamless workflow within the Department. • Assist in the formulation and implementation of administrative policies and reforms for improving governance. • Provide expert inputs on government procedures, public administration and legal compliance frameworks. • Support inter-ministerial coordination for judicial reforms and legal policy formulation. <p>4. Coordination with Ministries, State Govt., High Courts & other Stakeholders:</p> <ul style="list-style-type: none"> • Liaise with other Ministries, State Governments, High Courts and government agencies for smooth implementation of policies and projects. • Ensure compliance with regulatory frameworks and administrative guidelines applicable to judicial reforms. <p>5. Any Other Duties:</p> <ul style="list-style-type: none"> • Any additional responsibilities assigned by the Department as per requirements.

Age Limit	Not more than 40 years on date of publication of vacancy advertisement.
Leave	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

Details of requirement for Consultant:

Name of Position	Consultant
Number of Position	1 (One)
Place of Posting	New Delhi
Method of recruitment	Contract-based from open market
Tenure	One (1) year on contractual basis from date of joining, subject to extension on satisfactory performance rendered. The Department reserves the right to terminate the engagement anytime without assigning any reason, with 1(one) month notice period. 1(one) month notice is also mandatory in case the Professional proposes to leave the assignment.
Remuneration	Rs. 75,000/- per month
Annual Increment	Eligible for up to 10% annual increment depending upon the satisfactory performance of the candidate
Educational Qualifications	Graduation/Post-Graduation in Law / Public Policy / Management. Proficiency in project management and good command over MS Office. Preference will be given to candidates having post-graduate degree.
Experience	2 years or more of post-qualification experience as on 01.06.2025 Preference will be given to candidates who are having requisite experience in related /similar field/project management.
Age Limit	Minimum 21 years with maximum 35 years as on 01.06.2025
Leave	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

General Conditions for Senior Consultants and Consultant

I. Procedure for selection:

- a. 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 Professional / Service Provider (para 7.1 and 7.2) Chapter - 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.
- b. The requirement of Department of Justice will be advertised on the website as well as in at least one newspaper.
- c. 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.

- d. Shortlisted applications shall be placed before a Consultancy Evaluation Committee (CEC) headed by Joint Secretary of the Department of Justice.
- e. 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 Professional 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:**

- a. The Consultant 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 Level-11.

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 the Professional. The Professional 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 the Secretary, Department of Justice.

VI. **Verification:**

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

CV Format for the position of Senior Consultants and Consultant 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 code & name of Police Station:
8. Email ID:
9. Contact No. (Tel):..... Mobile.....
10. Permanent Address:
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)	Enclosure of self-attested copies (yes/no)

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

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

15. Please state briefly the reasons why you think you are an outstanding candidate for this job. (Maximum 1000 characters)

16. 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/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:.....

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	

Note: Kindly clearly indicate the name of post (i.e. Senior Consultant (Legal), Senior Consultant (Legal & Administration) or Consultant) in CV format for which you are applying for. Also, kindly submit separate application for separate posts.
