

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

Applications are invited for consultants to be engaged on contract basis, initially up to 31st March 2026 from the date of joining (which may be extended on need basis) for Project Monitoring unit (PMU) 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.

The details of requirement for engagement consultants on contractual basis are as follows:

Name of Position	Program Managers	Program Associate	MIS Consultant
Number of Positions	2 (Two)	1 (One)	1 (One)
Monthly Remuneration (in Rs.)	Rs. 90,000/- each	Rs. 45000/-	Rs. 45,000/-
Educational Qualification & Experience	<p>Qualifications: Any Graduate, preferably in Law/ Humanities/Social Science/ Social work/ Mass Communication public policy or equivalent from recognized University.</p> <p>Experience: Minimum 4 years of Post Qualification work experience in the development sector. Preferable in National and International programme/projects 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.</p>	<p>Qualification: Bachelor's degree in law</p> <p>Experience: Freshers may apply and knowledge in the social/development sector with on ground work with partners including NGOs, social enterprises, etc; will be given preference.</p>	<p>Qualification: Bachelor degree in Computer Science/ Information Technology/Data Science/Statistics/ Mathematics / Engineering or equivalent in a related field.</p> <p>Proficiency in data analysis and reporting, including the use of tools like Excel (Advanced/ Power BI/ Tableau/ or SQL.</p> <p>Experience: Exp: 2 years of experience in MIS, data management, and reporting in government, consulting, or development sector organizations. Experience in monitoring & evaluation (M&E) processes and working with government schemes or projects will be an added advantage. Experience in handling data cleaning/visualization techniques. Familiarity with MIS reporting frameworks, dashboard development, and performance monitoring. Exposure to e-governance initiatives, digital platforms, and technology-based monitoring frameworks is desirable.</p>

Age	Not more than 45 years as on the date of publication	Not more than 40 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		
Tenure	Purely on contract basis for period upto 31st March 2026 from the date of joining, which may be extended on satisfactory performance, on year-to-year basis (financial year), on 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 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.		
Annual Increment	Up to 10% on completion of one year of continuous engagement, depending upon the satisfactory performance of the candidate.		
Leave	12 (Twelve) days in a year on pro-rata basis. The leave cannot be combined/extended in the next year of engagement. The Consultant may be required to stay late in the office or attend office on holidays to complete assigned work		
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.		

Details including Terms of Reference are available on the Department's website www.doj.gov.in and also on NALSA Website: www.nalsa.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 10.10.2025 in prescribed format only with self-attested copies of certificates, qualification and experience only through email at nk.tongar@gov.in and ramsingh.66@gov.in Please note physical applications, incomplete applications and not submitted in prescribed format and 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.

Government of India
Ministry for Law and Justice
Department of Justice

Calling application for the post of various posts on contractual basis in Department of Justice

Applications are invited for consultants to be engaged on contract basis, initially up to 31st March 2026 from the date of joining (which may be extended on need basis) for Project Monitoring Unit (**PMU**) under the Department of Justice.

2. The applications must be submitted **online ONLY**, on email **nk.tongar@gov.in** and **ramsingh.66@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 consultants on contractual basis are as follows:

Name of Position	Program Manager	Program Manager	Program Associate	MIS Consultant
Number of Positions	2 (Two)		1 (One)	1 (One)
Monthly Remuneration (in Rs.)	Rs. 90,000/- each		Rs. 45000/-	Rs. 45,000/-
Educational Qualification & Experience	Qualifications: Any Graduate, preferably in Law/Humanities/Social Science/ Social work/ Mass Communication public policy or equivalent from recognized University.		Qualification: Bachelor's degree in law Experience: Freshers may apply and knowledge in the social/development sector preferable with onground work with partners including NGOs, social enterprises, etc; will be given preference. Required good analytical, communication, interpersonal and presentation skills and good	Qualification: Bachelor degree in Computer Science/ Information Technology/Data Science/Statistics/ Mathematics / Engineering or equivalent in a related field. Proficiency in data analysis and reporting, including the use of tools like Excel (Advanced/ Power BI/ Tableau/ or SQL. Experience:
	Experience: Minimum of 4 years work experience in the development sector. Preferably in planning,			Exp: 2 years of experience in MIS, data management, and reporting in

	<p>coordination, implementation and monitoring of programme activities. Working experience with in Govt/ Ministries/ Departments, PSUs/ NGOs, preferably on development projects with rural communities and civil society organization, at village, block, district level.</p> <p>Prior working experience in result-based management including development of monitoring and evaluation framework, for financial monitoring and also in reporting and documentation.</p>	<p>command over English and Hindi (reading, writing and speaking); knowledge of any other Indian language would be an advantage</p>	<p>government, consulting, or development sector organizations.</p> <ul style="list-style-type: none"> • Exposure to e-governance initiatives, digital platforms, and technology-based monitoring frameworks is desirable. • Experience with a broad range of applications and software • Certification course in MIS or related field with 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
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			including NGOs, Social enterprises, etc; • Required good analytical, communication, interpersonal and presentation skills with good command over English and Hindi (reading, writing and speaking); knowledge of any other Indian language would be an advantage
Age	Not more than 45 years as on the date of publication	Not more than 40 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		
Job Description	As per Annexure-A		

4. General Conditions & procedure for selection for engagement of consultant on contract basis:

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-Consultancy 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) and also in Employment 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 6 months.

II. General:

- i. 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.
- ii. **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.
- iii. **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.
- iv. 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.
- v. The Consultants/Sr. Consultants/ Experts 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 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.

I V **Office Timing** :The Consultant is required to work from 900: am to 530: 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.

V I Powers: The Consultant shall not exercise any statutory, legal or financial powers.

V II 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 period upto 31st March 2026 from the date of joining, which may be extended on satisfactory performance, on year-to-year basis (financial year), 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 Professionals shall be done as per the latest instructions issued by MHA.

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CV Format for the positions of Program Manager , Program Associates 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:
- 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 Universit y	Year of Passing	Divisio n With % marks obtained	Enclosure of self-attested copies (Yes / No)

- 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)	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:

Job Descriptions of Consultants (Post wise)

Job Title: Program Manager (Tele-Law)

Nature of Appointment: The engagement shall be purely on contractual basis initially, upto 31st March 2026 (from start date), which may be extended with the approval of the competent authority.

Place of Posting: New Delhi

Job Duties and Responsibilities

- Lead the team in planning, coordination, implementation and monitoring project activities – particularly for the Tele-Law programme;
- Conduct research, analysis and documentation to identify areas of intervention, by the department, to enhance access to justice for marginalized communities, including institutionalization of pro bono services in the country;
- Liaise with project partners & stakeholders for strengthening and monitoring the project activities - undertaking field trips to inspect activities & participate in workshops;
- Coordinate and document consultations with stakeholders (government agencies, law schools, judiciary, civil society actors, beneficiaries, lawyers, etc.) to strengthen the project framework and achieving objectives;
- Draft and review concept notes, project documents etc.
- Conceptualize conferences on specific issues aimed at scaling up project plans & bringing policy changes & accountability;
- Provide support to team in conducting trainings, including ways of improving the training techniques & toolkit;
- Provide support to the department through miscellaneous activities including preparations of presentations, speeches etc.
- Provide assistance in developing media and publicity plans and collaterals for initiatives including pro bono scheme to publicize the scheme among targeted audiences;
 - Identify and work with vendors and printers for design, development and printing of collaterals for the programme;
 - Assist the team in dissemination and outreach of the publicity campaigns to appropriate audiences.
- Oversee operation of pro bono online portal and mobile applications through the following activities;
 - Assisting the team in day to day data management of the integrated pro bono portal – web and mobile- including undertaking tasks of moderator via admin portal;
 - 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 as may be identified and necessary.
- Provide regular & timely support to team in undertaking any tasks assigned to ensure proper implementation of the Project;
- Provide regular & timely support in development of annual work plans.
- Any other work apart from the above allocated from time to time

Title: Program Manager (Nyaya Bandhu) (Pro Bono Legal Services)

Nature of Appointment: The engagement shall be purely on contractual basis initially, upto 31st March 2026 (from start date), which may be extended with the approval of the competent authority.

Place of Posting: New Delhi

Job Duties and Responsibilities

- Lead the team in planning, coordination, implementation and monitoring project activities – particularly for the Nyaya Bandhu programme;
- Conduct research, analysis and documentation to identify areas of intervention, by the department, to enhance access to justice for marginalized communities, including institutionalization of pro bono services in the country;
- Liaise with project partners & stakeholders for strengthening and monitoring the project activities - undertaking field trips to inspect activities & participate in workshops;
- Coordinate and document consultations with stakeholders (government agencies, law schools, judiciary, civil society actors, beneficiaries, lawyers, etc.) to strengthen the project framework and achieving objectives;
- Draft and review concept notes, project documents etc.
- Conceptualize conferences on specific issues aimed at scaling up project plans & bringing policy changes & accountability;
- Provide support to team in conducting trainings, including ways of improving the training techniques & toolkit;
- Provide support to the department through miscellaneous activities including preparations of presentations, speeches etc.
- Provide assistance in developing media and publicity plans and collaterals for initiatives including pro bono scheme to publicize the scheme among targeted audiences;
 - Identify and work with vendors and printers for design, development and printing of collaterals for the programme;
 - Assist the team in dissemination and outreach of the publicity campaigns to appropriate audiences.
- Oversee operation of pro bono online portal and mobile applications through the following activities;
 - Assisting the team in day to day data management of the integrated pro bono portal – web and mobile- including undertaking tasks of moderator via admin portal;
 - 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 as may be identified and necessary.
- Provide regular & timely support to team in undertaking any tasks assigned to ensure proper implementation of the Project;
- Provide regular & timely support in development of annual work plans.
- Any other work apart from the above allocated from time to time

Job Title: Program Associate –

Nature of Appointment: The engagement shall be purely on contractual basis initially, upto 31st March 2026 (from start date), which may be extended 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;
- Conduct research, analysis and documentation related to the project objectives, including institutionalization of pro bono services in the country;
- Support the team in liaising with project partners & stakeholders for strengthening and monitoring the project activities - undertaking field trips to inspect activities & participate in workshops;
- Assist in coordinating and documenting consultations with stakeholders (government agencies, civil society actors, beneficiaries, lawyers, judicial officers etc.) to strengthen the project framework and achieving objectives;
- Provide support to team in drafting and reviewing concept notes, project documents etc.
- Provide support to team in conducting trainings, including ways of improving the training techniques & toolkit;
- Assist the team in organizing conferences, including undertaking all tasks related to the event;
- Provide support to the department through miscellaneous activities including preparations of presentations, speeches etc.
- Provide assistance in developing media and publicity plans and collaterals for initiatives including pro bono scheme to publicize the scheme among targeted audiences;
 - Identify and work with vendors and printers for design, development and printing of collaterals for the programme;
 - Assist the team in dissemination and outreach of the publicity campaigns to appropriate audiences.
- Provide assistance in monitoring and strengthening the operation of pro bono online portal and mobile applications through the following activities;
 - Assisting the team in day to day data management of the integrated pro bono portal – web and mobile- including undertaking tasks of moderator via admin portal;
 - 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 as may be identified and necessary.
- Provide regular & timely support to team in undertaking any tasks assigned to ensure proper implementation of the Project;
- Any other work apart from the above allocated from time to time

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

Nature of Appointment: The engagement shall be purely on contractual basis, initially up to 31st March 2026 (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 work apart from the above allocated from time to time