

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

**CALLING APPLICATION FOR ONE POST OF  
SENIOR CONSULTANT (LEGAL & ADMINISTRATION) AND ONE POST  
OF SENIOR CONSULTANT**

Applications are invited from suitable candidates for one post of Senior Consultant (Legal & Administration) and one post of Senior Consultant to be engaged under the National Mission for Judicial Reforms (NMJR) and National Mission for Safety of Women (NMSW) in the Department of Justice. The interested candidates must submit their application in the pro-forma as given below within 15 days of publication of this advertisement in employment newspaper.

2. The applications must be submitted online 'ONLY', vide email at [jr-infra.doj@gov.in](mailto:jr-infra.doj@gov.in) / [shivendra.rajawat@gov.in](mailto:shivendra.rajawat@gov.in) / [usmcell-justice-mha@nic.in](mailto:usmcell-justice-mha@nic.in) by last date of submission of applications.

3. The terms and conditions for engagement of both the posts on contractual basis and details of requirements are as follows:-

**Senior Consultant (Legal & Administration) : National Mission for Judicial Reforms (NMJR)**

<b>Name of Position</b>	Senior Consultant (Legal & Administration)
<b>Number of Position</b>	1 (One)
<b>Place of Posting</b>	New Delhi
<b>Method of recruitment</b>	Contract-based from open market
<b>Tenure</b>	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.
<b>Remuneration</b>	Rs. 1,00,000 (Rupees One Lakh only)
<b>Annual Increment</b>	Up to 10% depending upon the satisfactory performance of the candidate
<b>Essential Educational Qualifications</b>	Post-Graduation in Law from a recognized University / Institution in India or from a university or Institution abroad duly recognized in India.
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least 5 years of experience in legal field</li></ul>

	<ul style="list-style-type: none"> <li>At least 4 years of experience in the Central Government Ministries/Departments.</li> <li>Strong understanding of government functioning, handling of legal affidavits, Court orders/directions, legal compliance, handling of government projects and related administrative procedures.</li> </ul>
<b>Job Description</b>	<p><b>1. Legal Advisory &amp; Policy Analysis:</b></p> <ul style="list-style-type: none"> <li>Handle and monitor the court cases.</li> <li>Provide expert legal advice on policy matters, judicial reforms and administrative processes to ensure compliance with government regulations.</li> <li>Assist in drafting and reviewing legal documents, policies, guidelines and reports for the Department of Justice.</li> <li>Analyze legal frameworks and suggest modifications for improving judicial efficiency.</li> </ul> <p><b>2. Parliamentary &amp; Government Affairs:</b></p> <ul style="list-style-type: none"> <li>Provide inputs for legislative and parliamentary matters and legal briefs.</li> <li>Ensure compliance with parliamentary procedures, administrative protocols and legal formalities in coordination with government agencies.</li> <li>Prepare detailed reports and background notes for legislative discussions and committee meetings.</li> </ul> <p><b>3. Administrative &amp; Governance Support:</b></p> <ul style="list-style-type: none"> <li>Oversee and coordinate administrative matters, ensuring seamless workflow within the Department.</li> <li>Assist in the formulation and implementation of administrative policies and reforms for improving governance.</li> <li>Provide expert inputs on government procedures, public administration and legal compliance frameworks.</li> <li>Support inter-ministerial coordination for judicial reforms and legal policy formulation.</li> </ul> <p><b>4. Coordination with Ministries, State Govt., High Courts &amp; other Stakeholders:</b></p> <ul style="list-style-type: none"> <li>Liaise with other Ministries, State Governments, High Courts and government agencies for smooth implementation of policies and projects.</li> <li>Ensure compliance with regulatory frameworks and administrative guidelines applicable to judicial reforms.</li> </ul> <p><b>5. Any Other Duties:</b></p> <ul style="list-style-type: none"> <li>Any additional responsibilities assigned by the Department as per requirements.</li> </ul>
<b>Age Limit</b>	Not more than 40 years on date of publication of vacancy advertisement.
<b>Leave</b>	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

**Senior Consultant : National Mission for Safety of Women (NMSW)**

1	<b>Name of Position</b>	Senior Consultant
2	<b>Number of Position</b>	01 (One)
3	<b>Place of Posting</b>	New Delhi
4	<b>Method of recruitment</b>	Contract-based from open market
5	<b>Tenure</b>	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.
6	<b>Remuneration</b>	Rs. 1,00,000 (Rupees One Lakh only)
7	<b>Annual Increment</b>	Up to 10% depending upon the satisfactory performance of the candidate
8	<b>Educational Qualification</b>	<b>Essential:</b> Post-Graduation / Graduation in Law from a recognized University / Institution in India or from a university or Institution abroad duly recognized in India. <b>Desirable:</b> Preference will be given to candidate holding LLM Degree.
9	<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of experience in legal field.</li> <li>• Strong understanding of government functioning, legal compliance and administrative procedures.</li> <li>• Preference will be given to candidates who are having requisite legal experience in related /similar field.</li> </ul>
10	<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Oversee and monitor the overall implementation of the FTSCs Scheme.</li> <li>• Provide expert legal advice on policy matters, judicial reforms and administrative processes to ensure compliance with government regulations.</li> <li>• Provide inputs for legislative and parliamentary matters and legal briefs.</li> <li>• Assist in drafting and reviewing legal documents, policies, guidelines and reports for the Department of Justice.</li> </ul>

		<ul style="list-style-type: none"> <li>• Liaise with other Ministries, States/UTs, High Courts and Government agencies for smooth implementation of the Scheme.</li> <li>• Plan and assist Video Conferencing with Law Secretaries and RGs/Nodal Officers of the High Courts for addressing the issues, from time to time.</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 the 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 additional responsibilities assigned by the Department as per requirements.</li> </ul>
11	<b>Age limit</b>	Not more than 40 years on date of publication of vacancy advertisement.
12	<b>Leave</b>	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 both the posts**

#### **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 in at least one newspaper in Hindi and one newspaper in English.
- 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/her by Department of Justice.

**III. TA/DA:**

- a. The professionals 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 Secretary, Department of Justice.

**VI. Verification:**

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

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**CV Format for the position of Senior Consultant (Legal & Administration) and Senior Consultant with Department of Justice, Government of India**

*(Note: Please submit separate applications, if applying for both the posts)*

**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)


14. 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	

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