

**National Mission for Justice Delivery and Legal Reforms
Department of Justice
Ministry for Law and Justice
Government of India**

CALLING APPLICATIONS FOR THE POST OF CONSULTANT

Applications are invited from suitable candidates for the posts of one (1) Senior Consultant and two (2) Consultants to be engaged under the National Mission for Justice Delivery and Legal Reforms (NMJDLR) Division of Department of Justice. The interested candidates must submit their application in the proforma as given below within 10 working days of publication of this advertisement.

2. The applications must be submitted online ONLY, vide email at dir-nm-doj@gov.in. The last date of submission of applications is 3rd June, 2023 by 5 P.M.

3. The terms and conditions for engagement of the Senior Consultant and other Consultants on contractual basis and the details of requirement are as follows :

i. Details of requirement for Senior Consultant

1.	Name of Position	Senior Consultant
2.	Number of Position	1 (One)
3.	Place of Posting	New Delhi
4.	Method of recruitment	Contract-based from open market
5.	Tenure	3 (three) years on contractual basis from date of joining, subject to 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 Consultant proposes to leave the assignment.
6.	Remuneration	Rs. 1.0 lakh to 1.25 lakhs per month*
7.	Annual Increment	Eligible for upto 10% increment depending upon the satisfactory performance of the candidate
8.	Essential Educational Qualifications	Doctorate/Post Graduation in Law/Public Policy with excellent research skills.

		Preference will be given to candidate holding Ph.D. with research publications.
9.	Experience	<ul style="list-style-type: none"> • More than 4 years of post-qualification experience. • Should be well versed with the working experience in PSUs/Ministries/Government. <p>Preference will be given to candidates who are having requisite experience in related /similar field.</p>
10.	Job Description	<ul style="list-style-type: none"> • 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. • 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. • Supervise the management and provide expert inputs for the proposals/reports under Scheme for Action Research and Studies on Judicial Reforms. • 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 National Mission related matter. • 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. • Preparation of Speeches/Briefs for the Offices of Minister of Law and

		<p>Justice, Minister of State for Law and Justice, Secretary (Justice) etc. and Prime Minister's Office and others for occasions/events/ visits.</p> <ul style="list-style-type: none"> • 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. • Supervision of work assigned to other Consultants, engaged in National Mission for Justice Delivery and Legal Reforms. • Any other work apart from the above allocated work assigned by the Officers.
11.	Age Limit	Not more than 40 years on the date of publication of vacancy advertisement.
12.	Leave	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

*The remuneration will be commensurate with the requisite work experience and fulfilment of desirable qualifications.

ii. Details of requirement for Consultant

1.	Name of Position	Consultant
2.	Number of Position	2(Two)
3.	Place of Posting	New Delhi
4.	Method of recruitment	Contract-based from open market
5.	Tenure	3 (three) years on contractual basis from date of joining, subject to 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 Consultant proposes to leave the assignment.
6.	Remuneration	Rs. 70,000-75,000 per month*
7.	Annual Increment	Eligible for upto 10% increment

		depending upon the satisfactory performance of the candidate
8.	Educational Qualifications	<p>Graduation/Post-Graduation in Law/Public Policy/Management.</p> <p>Proficiency in project management and good command over MS Word, Excel & PowerPoint.</p> <p>Preference will be given to candidates having post-graduate degree.</p>
9.	Experience	<p>2 years or more of post-qualification experience.</p> <p>Preference will be given to candidates who are having requisite experience in related /similar field/project management.</p>
10.	Job Description	<p>Consultant-1</p> <ul style="list-style-type: none"> • Assist in the initiative of improving India's ranking in the World Bank Ease of Doing Business Report for Enforcing Contract Indicator. • Prepare Agenda and assisting in the meetings of the Task Force constituted for improving India's ranking in World Bank's performance on the parameter of Doing Business "Enforcing Contract". • Publicity of the initiatives/activities of Division in consultation with the media planner. • Provide technical support to the NMJDLR through performing research, collecting, collating analysis and research on information and analysing statistical data. • Provide assistance to the National Mission Directorate for preparation of the Meetings of Advisory Council of National Mission for Justice Delivery and Legal Reforms and other important meetings, including meetings taken by Hon'ble Ministers.

- Provide assistance for the Scheme of Action Research and Studies on Judicial Reforms by appraising proposals, preparing agenda notes and presentations for the Project Sanctioning Committee and monitor physical and financial progress.
- Any other work apart from the above allocated from time to time.

Consultant-2

- Provide assistance for implementation of Centrally Sponsored Scheme (CSS) for Development of Infrastructure Facilities for Judiciary, data collection and monitoring of physical and financial Progress of the Scheme and Judicial Infrastructure.
- Preparation of Minutes for CSS.
- Provide assistance for implementation of Nyayalayas Scheme data collection and monitoring of physical and financial progress of the Gram Nyayalayas Scheme.
- Provide assistance for on-line monitoring with geo tagging of projects under centrally Sponsored Scheme for Development of Infrastructure Facilities for Judiciary on Nyaya Vikas portal.
- Assist formulating standard norms and specifications for court buildings and residential units of judicial officers of subordinate judiciary
- Participate in the periodic Project Work Plan Review meetings and discussions related to project implementation, monitoring and follow-up.
- Preparation of financial plans like

		<p>B.E., R.E. Expenditure, and Quarterly, Monthly expenditure plan and monitoring of Utilisation Certificates under various Schemes.</p> <ul style="list-style-type: none"> • Assist Department of Justice in organising seminars, workshop, preparing minutes, tour reports etc. • Any other work apart from the above allocated from time to time.
11.	Age Limit	Not more than 32 years on the date of publication of vacancy.
12.	Leave	<p>12 days in a year on pro-rata basis.</p> <p>Additional leave without pay would be permitted only upon approval of Reporting Officer.</p>

*The remuneration will be commensurate with the requisite work experience and fulfilment of desirable qualifications.

General Conditions for Senior Consultant and Consultant(s)

I. 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 official website.
- 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 Consultant 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 above mentioned panel, in order of their ranking, can also be considered for existing positions of Consultant in the Department at the remuneration & terms and condition of that particular position, if the candidate is willing and subject to their consent for the same.

II. General:

The Sr. Consultant/Consultant 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 Sr. Consultant/ 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 Rs. 7600 (pre-revised) of Level 12.

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 Sr. Consultant/ Consultant. The Sr. Consultant/ Consultant 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 Sr. Consultant/ Project officer shall be done as per the latest instructions issued by MHA.

CV Format for the position of Senior Consultant/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 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 University	Year of Passing	Division of 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 Organisation/ Institute	Period From /To	Nature of work (brief description of duties)	Enclosure of self attested copies (yes/no)

13. 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:

14. 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.)

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/authorised 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	