

**Department of Justice
Ministry of Law & Justice
Government of India
22 Mansingh Road, Jaisalmer House
New Delhi-110011**

Department of Justice seeks to engage following personnel on contract basis, initially up to 31st March 2025 from the date of joining (which may be extended on need basis) for its Legal Literacy and Legal Awareness program of DISHA Scheme under Access to Justice Division:

S.No	Designation	Remuneration (Per month)	Essential Qualifications and Experience	No. of Post	Age
1	Program Manager	90,000/-	Essential: Bachelors degree in law from recognized University. Desirable: - Masters degree in law. Good command over English & Hindi. Knowledge of regional languages will be an asset. Proficiency in use of MS word, excel PPTs. Experience: Essential: Atleast 8 years of post-qualification experience. Desirable: Prior experience in the planning, coordination, implementation and monitoring of Legal Literacy programme activities. Experience of working on development projects with rural communities and civil society organization, preferably in the PAN India level. Prior experience in result based management including development of monitoring and evaluation framework, for financial monitoring and also in reporting and documentation.	01	Not more than 45 years as on the date of publication of vacancy

Details including Terms of Reference are available on the Ministry's website-www.doj.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 till 12.10.2024, in prescribed format with self attested copies of certificates, qualification and experience only through email ramsingh.66@gov.in

Please note physical applications, incomplete applications, without prescribed format or those 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.

**Sd/-
(Director)
Department of Justice**

Government of India
Ministry for Law and Justice
Department of Justice

**CALLING APPLICATION FOR THE POST OF
PROGRAM MANAGER**

Applications are invited from suitable candidates for the posts of one Program Manager to be engaged for Project Monitoring Unit (**PMU**) for DISHA Scheme of Access to Justice Division under the Department of Justice. The interested candidates may submit their application in the pro-forma as given below within **15 days** from the date of publication of this advertisement.

2. The applications may be submitted **online ONLY**, on email ramsingh.66@gov.in by last date of submission of applications i.e. **within 15 days from the date of publication of this advertisement.**

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

Details of requirement for Program Manager

Name of Position	Program Manager
Number of Position	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. 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 Manager. The Program Manager will also have to give notice of one month in case he/she proposes to leave the assignment.
Monthly Remuneration (in Rs.)	Rs. 90,000/-
Annual Increment	Up to 10% on completion of one year of continuous engagement, depending upon the satisfactory performance of the candidate.
Educational Qualification	Essential: Bachelors degree in law from recognized university. Desirable: - Masters degree in law. Good command over English & Hindi. Knowledge of regional languages will be an asset. Proficiency in use of MS word, excel PPTs.
Experience	Essential: Atleast 8 years of post-qualification experience. Desirable: Prior experience in the planning, coordination, implementation and monitoring of Legal Literacy programme activities. Experience of working on development projects with rural communities and civil society organization, preferably in the PAN India level.

	Prior experience in result based management including development of monitoring and evaluation framework, for financial monitoring and also in reporting and documentation.
Job Description	<ul style="list-style-type: none"> • Developing and managing effective strategies for DoJ's project activities. • Planning, Implementation & Coordination of the project activities along with the team. • Developing Annual Action Plan for projects. • Coordinating with possible project stakeholders, Member Secretary, SLSA, State Judicial Academies, Government Departments, Universities for partnership. • Identifying capacity building needs of implementing partners or institutions or project team by arranging training for them. • Undertaking evaluation of the projects from time to time, with support of the team. • Scrutinizing new proposals and assisting project stakeholders to develop a right based approach project framework to ensure access to justice to marginalized community is included in programmes. • Undertaking field visit to track progress made in implementation of the projects and take corrective measures as required. • Organizing state wise review meetings or any other meeting with partners on implementation, monitoring, data management or follow up for ensuring successful implementation of the projects. • Ensuring effective financial management in consultation with Under Secretary/Director as per GOIs General Financial Rules updated time to time. Also ensuring compliance of rules and procedures of Government in programme implementation. • Documenting lessons learned and developing best practices related to access to justice in project area. • Assessing A2J IEC materials as submitted by implementing agencies. • Facilitating knowledge networking in the project states among the stakeholders or State Project A2J team. • Facilitating technical assistance/support for project partners in access to justice & legal empowerment. • Any other work as assigned by Director or Joint Secretary (A2J).
Age limit	Not more than 45 Years as on the date of publication of vacancy.
Leave	8 (eight) days in a year on pro-rata basis. The leave cannot be combined/extended in the next year of engagement.

General Conditions for engagement of Program Manager 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 as in two national newspapers (Hindi & English) and also in Employment News through DAVP 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 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 Manager shall be allowed to undertake domestic tours as required by their duties for which TA/DA and Hotel Accommodation shall be paid as per their entitlement.

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)

Total Experience in years....., month.....

(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: