

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

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

Applications are invited from suitable candidates for filling one post of Senior Consultant (Legal & Administration) on contractual basis under the National Mission for Judicial Reforms (NMJR) in 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 in Employment Newspaper.

2. The applications must be submitted 'ONLINE ONLY', through email at gaurav.tripathi@nic.in / dir-nmjr-doj@gov.in / jr-infra.doj@gov.in

3. The terms and conditions for engagement of above post on contractual basis and details of requirements are as follows:-

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

Name of Position	Senior Consultant (Legal & Administration)
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. 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.
Remuneration	Rs. 1,00,000 (Rupees One Lakh only)
Annual Increment	Up to 10% depending upon the satisfactory performance of the candidate
Educational Qualification	◦ Graduation/Post-Graduation in Law from a recognized University / Institution in India or from a University/ Institution abroad duly recognized in India. ◦ <u>Desirable</u> : Preference will be given to candidate having Higher education qualification.
Experience	• At least 5 years of experience in legal field • Strong understanding of government functioning,

	handling of legal affidavits, Court orders/directions, legal compliance, handling of government projects and related administrative procedures. • <u>Desirable</u> : Preference will be given to candidate having experience of working in Central Government Ministries/Departments/Organisations.
Job Description	1. Legal Advisory & Policy Analysis: • 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. • Analyze legal frameworks and suggest modifications for improving judicial efficiency. 2. Parliamentary & Government Affairs: • 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. 3. Administrative & Governance Support: • 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. 4. Coordination with Ministries, State Govt., High Courts & other Stakeholders: • 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. 5. Any Other Duties: • 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.

Terms and Conditions

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 Employment Newspaper and at least in one Hindi newspaper and one English newspaper.
- c. The applications received shall be placed before a Screening Committee headed by an 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 number of applications. The panel would be valid for a period of one year.

II. General :

The 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/her 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, one

month's notice will be given to the consultant. The 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 Consultant shall be done as per the latest instructions issued by MHA.

**CV Format for the position of Senior Consultant (Legal & Administration)
with Department of Justice, Ministry of Law & 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	Self- attested copies enclosed (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)	Self-attested copies enclosed (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 the reasons why you think 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 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 belief and if selected and engaged, I will produce the original of all the documents.

(Signature)

Name:.....
Date:
