

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

Department of Justice seeks to engage following personnel on contract basis, initially for a period of upto March, 2020 (which may be extended on need basis) for State Project Team being set up at State Legal Services Authorities (SLSA) of the respective states:

S.No	Designation	Remuneration (Per month)	Essential Qualifications and Experience	No. of Personnel
1	Project Coordinator	45,000/-	Degree in law, sociology, Public Administration, Economics, Social Work, Political Science Desirable:- Post Graduation or Masters degree in Social Work, Management. Experience: - Minimum 2-3 years of post-qualification experience in project implementation/management.	07 (one each for Kohima, Guwahati, Aizawl, Itanagar, Gangtok, Shillong, Jammu & Srinagar)
2	Project Assistant	25,000/-	Degree in any subject and conversant in computers.	04 (One each for Guwahati, Itanagar, Shillong, Aizawl)

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 by 7th June 2019, in prescribed format with self attested copies of certificates, qualification and experience only through email jsst-doj@gov.in. Physical applications, Applications received incomplete or 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)**

Sub: Engagement as Project Coordinator on contractual basis with Department of Justice, GoI under the Access to Justice Project.

Place of Posting for Project Coordinators:- Kohima, Guwahati, Aizawl, Itanagar, Gangtok, Shillong, Jammu & Srinagar.

Remuneration for Project Coordinator:- Rs. 45,000.00 per month

Job Profile of Project Coordinator:

- Implement activities undertaken by Department of Justice (DoJ), Government of India, under the guidance of Program Management Team(PMT) of Access to Justice (North East and Jammu and Kashmir) Project and Member Secretary, State Legal Services Authority (hereinafter SLSA).
- Networking with the State agencies/Departments to initiate work with them, on the issues related to the Access to Justice.
- Coordination with the various agencies including State Resource Center, State Institute of Rural Development, Universities, Women Commissions, Departments, etc. in the State, for monitoring of the project activities.
- Support and assist the Project Management Team (PMT) at the Department of Justice, New Delhi for planning, coordination, monitoring and implementation of Project activities.
- Submit monthly report to Member Secretary, SLSA and to Project Management Team at Department of Justice by 5th of every month.
- Undertake field visits to track progress made in implementation of the Project or to monitor the activities of stakeholders under the project and take corrective action in consultation with the DoJ as required.
- Documentation of lessons learnt and best practices related to access to justice issues in the State.
- Facilitate assistance and guidance to project.
- Maintain Accounts and prepare Utilization Certificates (UCs) related to the under the supervision of the Member Secretary, SLSA.
- Any other tasks assigned by the Project Management Team and Member Secretary, SLSA to ensure proper implementation of the Project.
- The extension of services will be based on satisfactory performance of the above stated roles of the Project Coordinator.

Essential Qualification:- Degree in law, sociology, Public Administration, Economics, Social Work, Political Science.

- Desirable:- Post Graduation or Masters degree in Social Work, Management.

Experience:- Minimum 2-3 years of experience in project implementation/management.

Sub: Engagement as Project Assistant on contractual basis with Department of Justice under the A2J-NEJK Project.

Place of posting for Project Assistant:- Guwahati, Itanagar, Shillong, Aizawl.

Remuneration for Project Assistant:- Rs. 25,000.00 per month

Job Profile of Project Assistant

- Assist Project Coordinator and Program Management Team in management of the project in the State.
- Provide secretarial and data management assistance to the Project Coordinator in preparation of documents, excel sheets, guidelines etc.
- Maintain up-to-date records of all expenditures. Prepare disbursement requests for all activities and administrative expenditures of the project and record these requests in the financial database.
- Draft routine correspondence, making and responding to routine verbal/written enquiries, collating and organizing the data and information with the Project Management Team.
- Assist the Project Coordinator in handling of electronic mails, sending and receiving messages on electronic or other means of communications.
- Organize and systematize documentation and reference materials including classifying and sorting important papers, locating new reference materials as required, filing relevant papers, documents, preparing abstract for reports and maintaining proper record of important files.
- Provide necessary operational and logistic support for implementation of program activities including organizing meetings and workshops and coordination in day to day activities.
- Provide back-up secretarial support for all activities of the Project including assisting in making travel, logistic arrangements etc.
- Perform any other task assigned by the Project Coordinator or Project Management Team.

Essential Qualification:- Degree in any subject and conversant in computers.

Duration of Appointment

The engagement shall be purely on contractual basis initially till March 2020, which may be extended with the approval of the competent authority.

CV format for the position of Project Coordinator/Project Assistant in the Access to Justice Project, Department of Justice, Ministry of Law and Justice, Government of India

Application for the post of for (place).....

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Postal Address with Post office code & Police station

Email ID:

Contact No.(Tel):

Mobile:

7. Permanent address:

8. Educational Qualification (Bachelor degree and above)
(Please attach separate sheet if required)

S.No	Course Degree	Subject (Specialization)	University/ Institute	Year of Passing	Division	Enclosure of self attested copies (Yes / No)

9. Work Experience
(Please attach separate sheet if required)

S.No.	Organisation/ Institute	Period From /To	Nature of work	Enclosure of self attested copies (yes/no)

10. Knowledge /Skills

Computer Skills:

Other skills as prescribed:

11. Additional Information

12. 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)

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	