

**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 one year from the date of joining (which may be extended on need basis) for its Nyaya Bandhu (Pro Bono Legal Services) programme:

S.No	Designation	Remuneration (Per month)	Essential Qualifications and Experience	No. of Personnel
1	Project Associate – Legal	45,000/-	Degree in law (5 year or 3 year courses) Experience: - Minimum 3 years of post-qualification experience in practice of law. Work experience in the social/development sector preferable, with experience in work with partners including NGOs, social enterprises, etc	01 (for New Delhi)

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 3rd September 2019, in prescribed format with self attested copies of certificates, qualification and experience only through email js.probono-doj@gov.in

Please note physical applications, incomplete applications 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)**

Engagement as Project Associate- Legal on contractual basis with Department of Justice, Gol under the Access to Justice Project.

Place of Posting: New Delhi

Remuneration: Rs. 45,000.00 per month

Job Title: Project Associate - Legal (Consultant – Nyaya Bandhu)

Nature of Appointment: Consultancy. The engagement shall be purely on contractual basis initially, for a period of 12 months (from start date), which may be extended with the approval of the competent authority.

Job Duties and Responsibilities

- Provide support to the team in planning, coordination, implementation and monitoring project activities – particularly Nyaya Bandhu programme;
- Conduct research, analysis and documentation related to the project objectives, including institutionalization of pro bono services in the country;
- Support the team in liaising with project partners & stakeholders for strengthening and monitoring the project activities - undertaking field trips to inspect activities & participate in workshops;
- Assist in coordinating and documenting consultations with stakeholders (government agencies, civil society actors, beneficiaries, lawyers, judicial officers etc.) to strengthen the project framework and achieving objectives;
- Provide support to team in drafting and reviewing concept notes, project documents etc.
- Provide support to team in conducting trainings, including ways of improving the training techniques & toolkit;
- Assist the team in organizing conferences, including undertaking all tasks related to the event;
- Provide support to the department through miscellaneous activities including preparations of presentations, speeches etc.
- Provide assistance in developing media and publicity plans and collaterals for initiatives including pro bono scheme to publicize the scheme among targeted audiences;
 - Identify and work with vendors and printers for design, development and printing of collaterals for the programme;
 - Assist the team in dissemination and outreach of the publicity campaigns to appropriate audiences.
- Provide assistance in monitoring and strengthening the operation of pro bono online portal and mobile applications through the following activities;
 - Assisting the team in day to day data management of the integrated pro bono portal – web and mobile- including undertaking tasks of moderator via admin portal;
 - Coordination & communication with beneficiaries and lawyers to provide support in availing services under the programme;

- Documentation & database analysis for periodic generation of reports, as and when required by the Department;
 - Any other activity as may be identified and necessary.
- Provide regular & timely support to team in undertaking any tasks assigned to ensure proper implementation of the Project;

Education: Bachelor's degree in law

Experience & Skills

- Minimum of 3 years' experience in practice of law;
- Work experience in the social/development sector preferable, with experience in onground work with partners including NGOs, social enterprises, etc;
- Required good analytical, communication, interpersonal and presentation skills;
- Required good command over English and Hindi (reading, writing and speaking); knowledge of any other Indian language would be an advantage.

**CV format for the position of Project Associate in the Access to Justice Project,
Department of Justice, Ministry of Law and Justice,
Government of India**

Application for the post of Project Associate- Legal (Consultant)

***application only to be typed**

1. Name:
2. Father/Mother's Name:
3. Gender:
4. Date of Birth (dd/mm/yyyy):
5. Nationality:
6. Current Postal Address with Post office code & name of 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)	Name Of University	Year of Passing	Division	Enclosure of self-attested copies (Yes / No)

9. 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)

10. 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 (max 50 words)

- Computer Skills:

- Languages known:

- Other skills as prescribed:

11. Reference: Please provide name and contact details of 2 referees

Sr.No.	Full Name of Referee	Name of organisation	Contact details (email id and phone no.)

12. Please state briefly the reasons why you think you are an outstanding candidate for this job
(Maximum 350 words)

13. 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 belief 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	