Government of India
Ministry of Law and Justice
Department of Justice

Calling application for the Associate (Admin & Accounts) in Department of Justice on Contractual Basis

Applications are invited for engagement of **one Associate (Admin & Accounts)** on contract basis, for one year from the date of joining (which may be curtailed or extended on need basis) for the Department of Justice.

2. The applications must be submitted ONLINE ONLY, on email **dir-nm-doj@gov.in;** within **21** days from the date of publication of this advertisement in the Newspaper. Candidates are to note that incomplete applications or applications not in the prescribed format and without supporting documents of educational qualifications and experience etc. will not be considered and may be rejected.

3. The terms and conditions for engagement of consultant on contractual basis are as follows:

Name of Position	Assistant (Admin & Accounts)
Number of Positions	1 (One)
Monthly Remuneration (in Rs.)	Rs. 50,000/-
Educational Qualification & Experience	Qualification: Graduate from a recognized University Experience: Minimum of 03 (Three) years' working experience in Government Sectors/Ministries/Departments/Autonomous Bodies. Candidate should possess good analytical, communication, interpersonal and presentation skills. Should have working knowledge of MS Office (Word, Excel, Power Point etc.).
Age	Not more than 45 years as on the date of publication
Place of Posting	New Delhi
Method of Recruitment	Contract-based from open market
	Assistance in financial management to prepare report and budget as needed and digital transfer process (PFMS), Bills/Sanctions Putting up physical files as well as e-files with noting and drafting of letters for payments after analyzing the financial matter. Support in preparation of BE and RE on monthly, quarterly & annual basis. Making sanctions orders and operate the PFMS- creating account of new stakeholders in PFMS portal in coordination with PFMS Administration; Coordinating and communication with the

Job Description	Stakeholders regarding the payment process and Tracking/follow up of payment process with account section accordingly. Maintaining the excel sheet format for the expenditure with the budget heads and keeping records of the expenditure. Coordinating with the stakeholders regarding the submission of Utilization Certificates timely and preparing database of the UCs. Financial management, processing of grants, maintenance of accounts, procurement, audit, record management • Coordination with various Ministries/Department • Operating e-Office, including creation and maintenance of physical and electronic files, handling receipts, diarisation, and monitoring pendency and various administrative functions • Drafting and issuance of official communications. Any other work assigned by a senior officials. Candidate should possess good analytical, communication, interpersonal and presentation skills. Should have working knowledge of MS Office (Word, Excel, PowerPoint etc.).

4. General Conditions & procedure for selection for engagement of consultant on contract basis:

I.Procedure:

i. The selection shall be made in accordance with the provisions under Rules 177 to 196 of GFR Rules 2017, Chapter - 6 'Selection of Consultants by Competitive Process' (Para 6.5 - Consultancy Evaluation Committee) and Chapter 7 'Special Types of Engagements' (Para 7.2 - Selection of Individual consultants/service providers) of Manual for Procurement of Consultancy & Other Services, 2022.

ii. The requirement of Department of Justice will be advertised on Department's official website for wider publicity. It will also be published in leading newspapers (one in Hindi and one in English).

iii. 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.

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 receipt of adequate applications. The panel would be valid for a period of 6 months.

II.General:

i. The Consultant shall not, except with the previous sanction of Department of Justice or in the bona fide discharge of his or her duties, publish any material relating to subject matter assigned to him/her.

ii. Confidentiality of data and documents: The Consultant shall not utilize, publish or disclose any data or part thereof without express written permission of the Department.

iii. The Consultant shall exercise due care in use of official designation and shall not disclose official information on social media without approval.

iv. The Consultant shall not exercise any statutory, legal or financial powers.

III. Headquarters:
The Headquarters of the Consultant will be at New Delhi office of Department of Justice (Jaisalmer House, 26, Man Singh Road, New Delhi). However, services may be utilized elsewhere as per requirement of the Department.

IV. Office Timing:
The Consultant shall work from 9:00 AM to 5:30 PM on all working days, with half-hour lunch break, and may be required to work beyond office hours or on holidays as per requirement.

V. Working Facilities to be provided:
i. The Consultant will not be eligible for Government accommodation, HRA, CGHS etc.
ii. Basic office infrastructure including official email ID, ID card, internet and workspace shall be provided.
iii. No residential facilities or support staff shall be provided.

VI. Leave:
12 (Twelve) days leave per year on pro-rata basis. Leave cannot be carried forward.

VII. TA/DA:
No TA/DA for joining or completion of assignment. TA/DA for official travel shall be as per entitlement.

VIII.Tenure:
i. Purely on contractual basis **One Year** from the date of joining.
ii. The engagement may be terminated at any time without assigning any reason.
iii. One month notice (or remuneration in lieu) may be applicable as per norms.

IX. Annual Increment:
Up to 10% on completion of one year of continuous engagement based on satisfactory performance.

X. Termination of engagement:
The Department of Justice may terminate the contract in case of unsatisfactory performance, delay in work, breach of confidentiality, lack of integrity, or engagement elsewhere.

XI. Relaxation:
In exceptional cases, criteria may be relaxed with approval of competent authority.

XII. Verification:
Police verification of selected candidate shall be conducted as per MHA guidelines.