

Government of India
Ministry of Law and Justice
Department of Justice

Calling application for the Consultant (Legal) in Department of Justice on Contractual Basis

Applications are invited for engagement of **one Consultant (Legal)** 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:

1	Name of Position	Consultant (Legal)
2	No of positions	01 (One)
3	Place of Posting	New Delhi
4	Method of recruitment	Contract based from open market
5	Tenure	One (1) year on contractual basis from date of joining, subject to extension on satisfactory performance rendered. 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 Professional proposes to leave the assignment.
6	Monthly remuneration	Rs. 90,000 (Rs. Ninety thousand only)
7	Annual Increment	Upto 10% depending upon the performance of the candidate
8	Educational Qualification	Graduation/Post-Graduation in Law / Public Policy / Management. Proficiency in project management and good command over MS Word, Excel & PowerPoint.
9	Experience	2 years or more of post-qualification experience as on 31.07.2026 Preference will be given to candidates who are having requisite experience in related /similar field/project

		management.
10	Job Description	• Rule of Law Index : Assist in the initiative of improving India's ranking in the Rule of law, coordination with various departments/Ministries, preparation of inputs for the Index, progress presentations before NITI Aayog/DOJ and any related orders regarding ROLI • Action Research: First-level of scrutiny of final project research reports received from Implementing Agency to check for compliance with stated objectives and key deliverables. • Analyze the final project research report for quality of recommendations and findings. Coordination with Implementing Agencies for timely submission of progress reports/ final reports and related events of the project. • Analyze the progress project reports for satisfactory monitoring of work and activities undertaken by Implementing Agency. • Drafting of financial proposals for IFD for release of grants to the Implementing Agency upon completion of requisite milestones. • Draft Sanction Orders for release of funds • Ensure adherence to various Action Related guidelines • Drafting of proposals for consideration and acceptance of final reports by PSC and closing of projects and related financial implications. • Preparation for regular meetings of PSC for consideration of final report and Ensuring timely call for new proposals for sanctioning of new projects as per revised list of action research National Judicial Academy : processing Grant-in-Aid proposals; Monitoring submission and utilization of Utilization Certificates relating to General Budget, Salary, Swachhta Action Plan and Capital Fund released to the NJA; Scrutiny of financial proposals exceeding ₹10 lakh; Processing and coordination of meetings of the National Judiciary Advisory Council; Handling Budget Demand-related work; and • Processing guidelines, proposals and other associated matters. Any other work assigned by the Senior Officials apart from the above allocated from time to time.

11	Age limit	Minimum 21 years with maximum 45 years as on 31.07.2026
12	Leave	12 days in a year on pro-rata basis.

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.

CV Format for the Consultant (Legal) on contractual basis with Department of Justice, Government of India

Application for the post of **Consultant (Legal)**

1. Name :
2. Father's Name/Mother's Name :
3. Gender :
4. Date of Birth :
5. Age (as on the date of publication) :
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)

Sl. No.	Course/Degree	Subject (specialization)	Name of University	Year of Passing	Division with marks obtained	Self-attested copy of certificate attached (Yes/No)

12. Total work experience _____ in years (starting from current to oldest)

(Please attach separate sheet if required)

Sl. 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 names and contact details of 2 persons who know you well

Sl. No.	Full Name of Reference person	Name of Organisation	Contact details (email ID and Mobile No.)

14. Please state briefly as to how you are an outstanding candidate for this job. (Maximum 300 characters).

15. Declaration :

This is to certify that I, _____ S/o / D/o / W/o, _____, resident of _____ 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 are true to the best of my knowledge and belief and if selected and appointed, I will produce the original copies of all the documents.

(Signature)

Name _____

Place : _____

Date : _____