

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

**CALLING APPLICATION FOR THE POST OF
CONSULTANT (PROJECT OFFICER)**

Applications are invited from suitable candidates for the posts of One (1) Consultant (Project Officer) to be engaged in the Department of Justice under the eCourts Mission Mode Projects. The interested candidates must submit their application in the pro-forma as given below within **15** days from the date of publication of this advertisement in employment newspaper.

2. The applications must be submitted online 'ONLY', vide email at gaurav.tripathi@nic.in by last date of submission of applications.

3. The terms and conditions for engagement of Consultant (Project Officer) on contractual basis and the details of requirement are as follows: -

Details of requirement for Consultant (Project Officer)

Name of Position	Consultant (Project Officer)
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 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.
Remuneration	Rs. 80,000/- per month
Annual Increment	Eligible for up to 10% annual increment depending upon the satisfactory performance of the candidate
Educational Qualifications	Essential: Graduate in any discipline Desirable: MBA/PGDM/LLB from reputed Institute Good command over MS Office
Experience	Minimum 02(two) years post qualification as on 01.04.2025 (Preference will be given to candidates who are having requisite experience in Government Sector)
Age Limit	Minimum 21 years with maximum 35 years as on 01.04.2025
Leave	12 days in a year on pro-rata basis. Additional leave without pay would be permitted only upon approval of Reporting Officer.

General Conditions for Consultant (Project Officer)

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 at least one newspaper.
- c. The applications received shall be placed before a Screening Committee headed by 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 applications. The panel would be valid for a period of one year.

II. General:

The Professional 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 by Department of Justice.

III. TA/DA:

- a. The Consultant (Project Officer) 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 it will require one month's notice to the Professional. The Professional 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 the Secretary, Department of Justice.

VI. Verification:

The Police Verification of the Professional shall be done as per the latest instructions issued by MHA.

Application for the post of.....

- (Please attach separate sheet if required)

S. No	Course/ Degree	Subject (Specialization)	Name of University	Year of Passing	Division With % marks obtained	Enclosure of self-attested copies (Yes / No)

- (Please attach separate sheet if required)

[illegible]

14. Reference: Please provide name and contact details of 2 references

Sl. No.	Full Name of Reference	Name of Organization	Contact details (email ID and Phone no.)

15. Please state briefly the reasons why you think you are an outstanding candidate for this job. (Maximum 1000 characters)

16. 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 believe and if selected and appointed I will produce the original of all the documents.

(Signature)

Name:.....

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	
