

No. A2J/NEJK/12/2013
Government of India
Ministry of Law & Justice
Department of Justice

Jaisalmer House, 26, Mansingh Road
New Delhi-11; Dated: 10th July, 2014

Vacancy Notice

**Requirement of one Project Coordinator and Project Assistant
on contractual basis for the State of Jammu & Kashmir.**

*Applications in the prescribed form along with the relevant documents should reach **Director (Admin), Department of Justice, Room 12, Jaisalmer House, 26 Mansingh Road, New Delhi-11** by **31-07-2014**. For further information please contact: *Project Manager-011-23072147*.*

Project Background: The 11th Five Year Plan paid particular attention to “quick and inexpensive dispensation of Justice” with “speed and affordability”. Particularly address the needs of marginalized groups, who do not have strong lobbies to ensure that their rights are guaranteed. It is within this context that the Department of Justice (DoJ) implemented a project on Access to Justice for Marginalized People (2008-2012) with UNDP support in 7 states of Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Odisha, Rajasthan and Uttar Pradesh. The Project, on one hand, focuses on improving institutional capacities of key justice service providers to enable them to effectively serve the poor and disadvantaged and on the other hand, it concentrates on direct empowerment of the poor and disadvantaged man and women to seek and demand justice services.

The 12th Five Year Plan focuses on “faster, sustainable and more inclusive growth”. An important consequence of the focus on inclusion during the 11th Plan has been heightened awareness about inclusiveness and empowerment amongst people. A greater desire to access information about the rights and entitlement made available by law and policy and eagerness to demand accountability from the public delivery systems augurs well for the future. In the 12th Year Plan, the Government of India plans to extend the Access to Justice Project in the North Eastern States and Jammu and Kashmir. Access to Justice Project is a unique opportunity for an experience candidate to put his/her legal knowledge, skills and experience for benefiting the marginalized sections of the society. These Terms of Reference relate to the tasks of a Project Coordinator and Project Assistant, whose roles and responsibilities are described further.

The above posts will be located in the respective States. The posts will be under the direct supervision of the Project Manager, Access to Justice, Department of Justice,

Ministry of Law & Justice, GOI and the Member Secretary of the concerned State Legal Services Authority. The appointment will be purely on contractual basis for one year which is renewable based on the performance. The details of posts along with the number of vacancies, remuneration, nature of experience are as under:-

1. PROJECT COORDINATOR

The Post will be located in each Project Implementing State(s) i.e Jammu & Kashmir. The incumbent will work under the supervision of Project Manager and overall control of Member Secretary, State Legal Services Authority (SLSA).

Duties and Responsibilities:

The Project Coordinator has the responsibility for the following tasks:

- Implement Project activities in the State under the guidance of Member Secretary, SLSA.
- Coordination of Project activities at the level of SLSA, DLSAs and the TLSCs in the State.
- Support and assist the Project Management Team in the Department of Justice for planning, coordination and monitoring.
- Submit periodic reports and evaluation to Member Secretary, SLSA and to Project Manager in the Department of Justice.
- Undertake field visits to track progress made in implementation of the Project and take corrective action as required.
- Assist the Project Manager and Member Secretary, SLSA in liaising with concerned State and local government bodies and institutions on a regular basis to ensure their active participation in the Project.
- Assist the Project Manager and Member Secretary, SLSA to foster strategic partnerships with other state agencies for the key activities of the Project.
- Assist the Project Manager and Member Secretary, SLSA to organise and design State review meetings and workshops for key activities of the Project.
- Assist the Project Management Team in planning activities to be implemented in the State.
- Document lessons learned and develop best practices related to access to justice issues.
- Assist Member Secretary, SLSA in networking in the State among all stakeholders.
- Facilitate assistance and guidance to project partners in the area of legal empowerment as appropriate.

- To maintain Accounts and prepare Utilisation Certificates (UCs) related to the Project under the supervision of the concern Member Secretary, State Legal Services Authority (SLSA).
- Any other tasks assigned by the Project Manager and Member Secretary, SLSA to ensure proper implementation of the Access to Justice Project.
- Maintenance of Laptop, Printer and all other assets created under the Project.

Qualifications and Experience:

- Degree in Law / Sociology / Public Administration / Economics / Social Work / Political Science etc and having 2-3 year of experience in project implementation.
- Post Graduation in any of the subject mentioned above will be an asset.

Remuneration: Rs. 30,000/- per month (all inclusive)

No. of Post(s): One position to be based in Jammu & Kashmir.

2. PROJECT ASSISTANT

The Post will be located in each Project Implementing State(s) i.e Jammu & Kashmir and work closely with the State Legal Services Authority (SLSA). The incumbent will report to the Project Coordinator.

Duties and Responsibilities:

The Project Assistant will assist the Project Coordinator who will work under the supervision of Project Manager and overcall control of Member Secretary, SLSA and has the responsibility for delivering the following tasks:

- Provide secretarial assistance to the Project Coordinator in preparation of documents, guidelines and preparation and follow up on all project activities.
- 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, collation and organise the data and information.
- Assist the Project Coordinator in handling of electronic mails, sending and receiving messages on electronic or other means of communications.

- Organise 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 organising meetings and workshops and coordination in day to day activities.
- Provide back-up secretarial support for all activities in the Project team including assisting in making travel, logistic arrangements, screening of calls housekeeping and supervision of ancillary staff etc.
- Entering of data & maintenance of records.
- Perform any other task assigned by the Project Coordinator.

Qualifications and Experience:

Degree in any subject with Certificate in Computer Application of duration of atleast 6 months.

Remuneration: Rs. 15,000/- per month (all inclusive)

No. of Post(s): One position to be based in Jammu & Kashmir.

APPLICATION FORMAT

Photograph

1. Post applied for : _____

2. State applied for : _____

3. Name : _____

4. Date of Birth : _____

5. Father's name : _____

6. Correspondence Address: _____

7. Permanent Address : _____

8. E-mail id & Mobile no. : _____

9. Nationality : _____

10. Particulars of examination passed and qualification obtained:
(commencing with matriculation)

Sl No	Exam passed	Year of passing	Board/University	Stream	Percentage

11. Experience details (in Reverse Chronological Order)

Sl No	Organisation/Department	Position/Designation	From	To	Total Years

Total Experience: Year _____ Month _____

12. If selected, what notice period would you require before joining?

13. Have you ever been found guilty for any offence under law in the past?

If yes, please give full information

Declaration:

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

(Signature with name of applicant)

Date:

General information

1. The candidates are required to submit copies of the relevant educational and experience certificate along-with the application.
2. Only Indian Nationals are eligible to apply.
3. The remuneration is on consolidated basis and is inclusive of all allowances etc.
4. Candidates working in Govt. Organisation/PSE must route their application through proper channel or produce NOC at the time of interview.
5. No TA/DA will be reimbursed to the candidates for attending the interview.
6. Only shortlisted candidates will be called for interview. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
7. Suitable candidates may send their application in the following format along-with copy of certificates in support of their educational qualification and experience etc. **shall be received within 21 days of publication of this advertisement addressing to: Director (Admn), Department of Justice, Room 12, Jaisalmer House, 26, Mansingh Road, New Delhi – 11 i.e 31-07-2014. The envelope should be superscribed with the name of the position applied for in block letters.**
8. Applications which are incomplete and not in the application format or received after due date will outrightly be rejected. Candidates may also send their completed application form through email at tripathi_vk@yahoo.com with copy to amikar.a2j@gmail.com and felixjajo@gmail.com. No applications forwarded through fax will be entertained.