

**Department of Justice
Ministry of Law & Justice
Government of India**

Department of Justice seeks to engage following personals on contract basis, initially up to 31st March 2023 from the date of joining (which may be extended on need basis) for its DISHA (Designing Innovative Solutions for Holistic Access to Justice in India), Access to Justice. The place of posting is New Delhi.

S.No	Designation	Remuneration (Rs Per month)	Essential Qualifications and Experience
1	Manager- MIS & Data Analyst	90,000/-	i. Bachelor's Degree in Statistics and Master's degree in Statistics/ Mathematics/ Economics or equivalent ii. BBA/Masters in Computer application or equivalent is desirable Minimum 5-7 years' relevant statistical experience and at least 2 years Program management experience.
2.	Program Manager DISHA	90,000/-	i. Masters in Humanities or equivalent. ii. PG Diploma in Management/MBA is desirable. Minimum 5-7 years of experience in implementing various social welfare programmes and at least 2 years Program management / coordination experience

Details including Terms of Reference are available on the Department'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 15.04.2022 in prescribed format only with self attested copies of certificates, qualification and experience only through email at sahdevsingh.68@gov.in

Please note physical applications, incomplete applications and not submitted in prescribed format and 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)**

DISHA Scheme of Access to Justice Division

Position: Manager- MIS & Data Analyst

Posting: New Delhi

Department of Justice, Government of India, Ministry of Law and Justice has launched DISHA Scheme for the Financial Year 2021-2026 to implement various programmes related Access to Justice. This includes strengthening pre-litigation advice through Tele-Law, developing a pro bono legal services dispensation framework for probono, facilitating disposal of decade or more pending cases and implementing pan India legal literacy and legal awareness programmes etc.

The Analyst position under the Access to Justice division would be key resource who would assist in accumulating/ analyzing / compiling both qualitative and quantitative information / data under various verticals, to support the internal programmatic knowledge and for synthesizing the information in reports and for necessary external communication, as and when required.

Job Duties and Responsibilities (in order of preference)

- i. To gather primary and secondary data through web portal, various records, documents, field visit reports, feedback from the beneficiaries and partners under the programmes
- ii. To ensure appropriate, quality and timeliness of data collection from the field and as received / documented by implementing agencies
- iii. To manage data handling/ management and documentation
- iv. To prepare and synthesize the information (summaries, charts, tables, and graphs, etc) in reports and other knowledge products for dissemination
- v. To identify trends, patterns and possible issues in data sources and present other statistical findings to forecast trends and predictions
- vi. To assist in identifying process improvements, propose system modifications and devise data governance strategies
- vii. To analyze existing tools and databases and provide software solution recommendations.
- viii. To provide technical support to the team whenever necessary
- ix. To coordinate and consult with various team members
- x. Any other work assigned from time to time.

Educational Qualifications

- i. Bachelor's Degree in Statistics and Master's degree in Statistics/ Mathematics/ Economics or equivalent
- ii. BBA/Masters in Computer application or equivalent is desirable

Experience & Skills

- i. Minimum 5-7 years' relevant statistical experience and at least 2 years Program management experience.
- ii. Proficiency in Data Packages like SPSS, SAS etc and knowledge of programming language (certification required).
- iii. Knowledge and ability to handle big data and analytics.
- iv. Keen attention to detail and excellent recordkeeping skills.
- v. Documentary proof of knowledge/proficiency will be required to be submitted whenever asked.

Remuneration

Monthly Rs. 90,000/- (Rs Ninety thousand only), Consolidated

Age limit:

Maximum 40 years as on 01.04.2022

Other conditions

The candidate selected shall work for a minimum period of one year from the date of joining.

DISHA Scheme of Access to Justice Division

Job Title: (Program Manager DISHA)

Place of Posting: New Delhi

Department of Justice, Government of India, Ministry of Law and Justice has launched DISHA Scheme for the Financial Year 2021-2026 to implement various programmes related Access to Justice. This includes strengthening pre-litigation advice through Tele-Law, developing a pro bono legal services dispensation framework for probono, facilitating disposal of decade or more pending cases and implementing pan India legal literacy and legal awareness programmes etc.

The Program Manager position under the Access to Justice division would be key resource who would lead in coordinating various operations including IT for various programs under DISHA.

Job Duties and Responsibilities

- i. To coordinate and follow-up with the implementing agency(s) on ensuring fulfillment of timely deliverables under Memorandum of Association/ Understanding (MOUs / MOAs)
- ii. To prepare programme implementation/ action plan (weekly, monthly, quarterly) plans as per the MoA / MoU
- iii. To ensure timely submission of invoices, expenses and any other financial claims under the programme.
- iv. To facilitate in getting requisite approvals and permissions form desired authorities to ensure smooth progress of the programme
- v. To organize weekly / monthly and other periodical meetings to review the progress of the programme.
- vi. To prepare preliminary reports/ data and analyze reports to provide feedback on gaps in accelerating the delivery of the targets
- vii. To coordinate in conducting sensitization workshops, training programmes for various stakeholders
- viii. To organize Events / Workshops/ Seminars/ Conferences etc
- ix. To support in development of IEC related to the programme and ensure its effective dissemination
- x. To document the success stories/ best practices and other process documentation under the programme

- xi. To monitor various technology enabled interface functionality (websites/ IT tools) in Access to Justice and provide Daily / Weekly / Monthly analysis for maintenance and rectification of technical glitches
- xii. To take proactive actions to drive service improvements in IT / website enabled platforms to maximize customer satisfaction levels
- xiii. Any other work assigned from time to time

Educational Qualifications

- i. Masters in Humanities or equivalent.
- ii. PG Diploma in Management/MBA is desirable.

Experience & Skills

- i. Minimum 5-7 years of experience in implementing various social welfare programmes and at least 2 years Program management / coordination experience
- ii. Experience of organizing trainings, capacity building and documentation. Documentary proof as evidence will be required to be submitted whenever asked
- iii. Proficiency in written and verbal communication skills would be an added advantage.

Remuneration

Monthly Rs. 90,000/- (Rs Ninety thousand only), Consolidated

Age limit:

Maximum 40 years as on 01.04.2022

Other conditions

The candidate selected shall work for a minimum period of one year from the date of joining.

**CV format for the position of for DISHA Scheme under
Access to Justice Section,
Department of Justice, Ministry of Law and Justice,
Government of India**

**Application for the post of
application only to be typed**

1. Name:
2. Father/Mother's Name:
3. Gender:
4. Date of Birth (dd/mm/yyyy):, Age as on 01.04.2022.....
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 Passing	of Division	Enclosure of self-attested copies (Yes / No)

9. Work Experience (starting from current to oldest)

(Please attach separate sheet if required)

Total work experience in years.....

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 and program management 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	