

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

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Department of Justice seeks to engage following personnel on contract basis, initially for a period of upto 31<sup>st</sup> March, 2021 (which may be extended on need basis) for State Project Team being set up at State Legal Services Authorities (SLSA) of the respective states:

<b>S.No</b>	<b>Designation</b>	<b>Remuneration (Per month)</b>	<b>Essential Qualifications and Experience</b>	<b>No. of Personnel</b>
1	Project Assistant	25,000/-	Degree in any subject and conversant in computers.  Minimum 2 years of experience in project implementation/management/field work is required for this post.	<b>01 (State Legal Services Authority Srinagar, J&amp;K)</b>

Details including Terms of Reference are available on the Ministry's website– [www.doj.gov.in](http://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 attend Walk-in Interview **on 28<sup>th</sup> Oct 2020** at **State Legal Services Authority, Block A, Old Secretariat Srinagar-190001, UT of J&K (Tel: 0194-2480408)**. Kindly fill the application format attached and bring all testimonials of certificates, qualification and experience (Original/Copies) with you. 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)**

**Sub: Engagement as Project Assistant on contractual basis with Department of Justice under the A2J-NEJK Project.**

**Place of posting for Project Assistant:-** J&K., Srinagar

**Remuneration for Project Assistant:-** Rs. 25,000.00 per month

**Job Profile of Project Assistant**

- Assist Project Coordinator and Program Management Team in management of the project in the State.
- Provide secretarial and data management assistance to the Project Coordinator in preparation of documents, excel sheets, guidelines etc.
- 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, collating and organizing the data and information with the Project Management Team.
- Assist the Project Coordinator in handling of electronic mails, sending and receiving messages on electronic or other means of communications.
- Organize 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 organizing meetings and workshops and coordination in day to day activities.
- Provide back-up secretarial support for all activities of the Project including assisting in making travel, logistic arrangements etc.
- Perform any other task assigned by the Project Coordinator or Project Management Team.

**Essential Qualification:-** Degree in any subject and conversant in computers.

**Duration of Appointment**

The engagement shall be purely on contractual basis initially till March 2021, which may be extended with the approval of the competent authority.



10. Knowledge /Skills

Computer Skills:

Other skills as prescribed:

11. Additional Information

12. 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 believe 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	