



**EdCIL (India) Limited**  
**(A Government of India Enterprise)**  
Ed.CIL House, 18 A, Sector-16A, NOIDA-201301(UP)  
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**Requirement of Project Manager, Project Officer and Contract Specialist for Project titled “Access to Justice” of Department of Justice, Ministry of Law & Justice .**

**Project Background:** The 11<sup>th</sup> 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 is implementing 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 12<sup>th</sup> Five Year Plan focuses on “faster, sustainable and more inclusive growth”. An important consequence of the focus on inclusion during the 11<sup>th</sup> 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 12<sup>th</sup> 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 Officer, whose roles and responsibilities are described further.

The above posts will be located in Department of Justice, Ministry of Law & Justice or project space allocated under the project. The posts will be under the direct supervision of the Deputy Secretary and the Joint Secretary, Department of Justice, Ministry of Law & Justice.

The appointment will be purely on contractual basis. The details of posts along with the number of vacancies, remuneration, nature of experience are as under:-

<b>Sl. No</b>	<b>Name of the post /consolidated remuneration range/no. of vacancies</b>	<b>Age limit</b>	<b>Educational Qualification</b>	<b>Experience</b>
1.	Project Manager Rs. 75,000/- pm	Not above 50 years as on 01.02.2013	<b>Essential:</b> Bachelors Degree in Law from recognized university.	<b>Essential:</b> 03 years of relevant professional experience working on development Projects,

	Vacancy- 01		<p><b>Desirable:</b> Master's Degree in Law from recognised university</p> <p>Education in Human Rights or Social Science will be an assets.</p>	<p>including some experience of civil society organisations, preferably in the North Eastern States and Jammu and Kashmir</p> <ul style="list-style-type: none"> <li>• Good Understanding of issues pertaining to access to justice, legal empowerment and rights.</li> </ul> <p><b>Desirable:</b> Sound experience of project design and management particularly in managing large projects with multiple components.</p> <ul style="list-style-type: none"> <li>• Experience in applying a Rights Based-Approach to Development Programming will be an asset.</li> <li>• Good understanding of the development context in India</li> <li>• Prior experience of Monitoring &amp; Evaluation Process</li> <li>• knowledge of participatory approaches involving a broad range of stakeholders including disadvantaged people.</li> <li>• Full proficiency in English including excellent writing</li> </ul>
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				skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu & Kashmir would be an asset.
2.	Project Officer- Rs. 60,000/- pm  Vacancy- 01	Not above 50 years as on 01.02.2013	<p><b>Essential:</b> Degree in law from a recognised university.</p> <p><b>Desirable:</b> Education in Human Rights or Social Science will be an asset.</p>	<p><b>Essential:</b> 01 years of relevant professional experience working on development Projects, including some experience of civil society organisations, preferably in the North Eastern States and Jammu and Kashmir</p> <ul style="list-style-type: none"> <li>• Good Understanding of issues pertaining to access to justice, legal empowerment and rights.</li> </ul> <p><b>Desirable:</b> Sound experience of project design and reporting.</p> <ul style="list-style-type: none"> <li>• Prior experience in designing &amp; organising consultation with different stakeholders.</li> <li>• Knowledge of participatory approaches involving a broad range of stakeholders including disadvantaged people.</li> <li>• Prior experience in advocacy at different levels for protection of rights.</li> </ul>

				<ul style="list-style-type: none"> <li>• Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu &amp; Kashmir would be an asset.</li> </ul>
3.	<p>Contract Specialist</p> <p>Rs. 35,000/- pm</p> <p>Vacancy- 01</p>	Not above 65 years as on 01.02.2013	<p><b>Essential:</b> Bachelors Degree from a recognized university.</p> <p><b>Desirable:</b> Bachelors Degree in Material Management will be an asset or Degree in Law from a recognized university.</p>	<ul style="list-style-type: none"> <li>• persons retired from Government Sector i.e. Ministries/ Departments/ PSUs/ autonomous bodies having experience in the field of contracting/procurement rules/procedures</li> <li>• Should be well versed with General Financial Rules (GFR).</li> <li>• good knowledge and understanding of relevant laws and regulation</li> <li>• prior experience of managing contracts or contractual matters</li> </ul> <p>Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu &amp; Kashmir would be an asset.</p>

### **General information**

1. The candidates are required to submit the relevant educational and experience certificate alongwith the application

2. The candidates should not be above 50 years of age as on 01.02.2013 for the post of Project Manager and Project Officer. For the post of Contract Specialist, the candidates should not be above 65 years of age as on 01.02.2013.
3. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
4. Only Indian Nationals are eligible to apply.
5. The remuneration is on consolidated basis and is inclusive of all allowances etc.
6. Candidates working in Govt. Organisation/ PSE must route their application through proper channel or produce NOC at the time of interview.
7. No TA/DA will be reimbursed to the candidates for attending the interview
8. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
9. Suitable candidates may send their application in the following format alongwith two recent passport size photographs and certified copy of certificates in support of their educational qualification and experience etc. **shall be received within 15 days of publication of this advertisement addressing to Project Manager (PRU), EdCIL (India) Limited, EdCIL House, 18 A, Sector-16A, NOIDA 201 301 till the last date i.e. 12.03.2013. The envelope should be superscribed with the name of the position applied for in block letters.**
10. Application which are incomplete, unsigned, not in the application format or received after due date will out rightly be rejected. Only hard copy of applications will be accepted. No applications forwarded through fax, email etc will be entertained.
11. Candidates applying for two different posts are required to submit separate application for each post.



**EdCIL (India) Limited**  
(Personal Particular's Form)

Self attested  
photographs

1. **Post applied for** \_\_\_\_\_
2. **Name** \_\_\_\_\_
3. **Date of Birth** \_\_\_\_\_
4. **Father's name** \_\_\_\_\_
5. **Correspondence Address** \_\_\_\_\_
6. **Permanent Address** \_\_\_\_\_
7. **E-mail / Mob.** \_\_\_\_\_
8. **Nationality** \_\_\_\_\_
9. **Community (SC/ST/OBC/Others)** \_\_\_\_\_  
(Attach copy of certificate)

**10. Particulars of examination passed and qualification obtained (commencing with Graduation)**

<b>Exam passed</b>	<b>Year of passing</b>	<b>Board/University</b>	<b>Subjects</b>	<b>Percentage</b>

**11. Experience details (start with present post held)**

**Total Experience:- Year..... Month .....**

<b>Post held</b>	<b>Name of organization</b>	<b>Period From To</b>	<b>Pay / Scale of pay</b>	<b>Service in years</b>	<b>Nature of duties</b>

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

14. Name and address of two References holding responsible / intimately acquainted with candidates character and work but must not be relation.

15. Have you any relative working in this organization, if yes please give full information.

16. Any other 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:**