



ARUNACHAL PRADESH STATE LEGAL SERVICES AUTHORITY, ITANAGAR
(Established under the Legal Services Authorities Act, 1987)
Chief Minister's Old Office Building, Niti Vihar, Itanagar-791111
(Ph. & Fax: 0360-2290999), Email: apslsa2013@rediffmail.com

No. APSLSA -31/2014/PT

Dated Itanagar the 4th February, 2019

ADVERTISEMENT

1. Applications in prescribed format are invited from the eligible candidates who are citizens of India as defined under Article 5 and 6 of the Indian Constitution for filling up of the following categories of contractual posts under the establishment of the **Arunachal Pradesh State Legal Services Authority (APSLSA)** and **District Legal Services Authorities** as funded by the National Legal Services Authority.
2. The said engagement shall be purely on contractual basis which will be initially for a period of 6 (six) months only, extendable on satisfactory performance up to 2 (two) years (The contract period may be extended depending upon the requirement and performance of the official subject to approval of the Executive Chairman, Arunachal Pradesh State Legal Services Authority).

Sl. No.	Name of the post	Honorarium	No. of post(s)
1.	Project Consultant	Rs. 60000/- per month (all inclusive)	01 (One)
2.	Project Coordinator	Rs. 45000/- per month (all inclusive)	02 (Two)
3.	Project Assistant	Rs.25000/- per month (all inclusive)	03 (Three)

3. ELIGIBILITY CRITERIA :

Sl. No.	Name of the post	Essential educational qualification	Experience
1	Project Consultant	Master's Degree in Management/Social Work/Sociology/ Public Administration/ Economics/ Political Science etc. or a Degree in Law	At least 7 years experience with proven track record in project planning and management.
2	Project Coordinator	Master's Degree in Management/Social Work/Sociology/ Public Administration/ Economics/ Political Science etc. or a Degree in Law	At least 5 years experience in project planning and management.
3	Project Assistant	Degree in any subject	3 years experience and knowledge of MS office (Excel, power point, word, etc.). Preference will be given to those having Diploma in Computer applications.

4. AGE :

A candidate applying for the post of Project Consultant/Project Coordinator shall not be aged more than 50 years as and not more than 44 years for the post of Project Assistant as on the last date of submission of application.

5. JOB PROFILE

1. PROJECT CONSULTANT :

- i. Support and assist the Member Secretary of SLSA in planning coordination, execution and monitoring of the activities programmes of SLSA.
- ii. Identify and coordinate with governmental and non governmental agencies institutes who are working for the similar target groups under Legal Services Authorities.
- iii. Assist the Member Secretary, SLSA in liaising with concerned State and local governmental bodies and institutions on a regular basis.
- iv. Design projects for the implementation of specific NALSA Schemes.
- iv. Coordination of implementation activities at the level of SLSA, District Legal Services Authorities (hereinafter DLSAs) and Taluka Legal Services Committees (hereinafter TLSCs).
- v. Designs method for systematic monitoring & evaluation of the above mentioned projects.
- vi. Undertake field visits to track the progress made in the implementation of programmes of SLSA.
- vii. Any other task as assigned by the Member Secretary, SLSA.

2. PROJECT CO-ORDINATOR:

- i. Planning and execution of the schemes activities taken up by the DLSAs in the service camps including projection of financial requirements in consultation with the Chairman/Secretary of the respective DLSA.
- ii. Identifying and coordination with governmental and non- governmental agencies/institutes who are working for the similar target groups so as to felicitate the public in resolving their grievances.
- iii. To prepare plans relating to awareness and publicity programmes so as to promulgate the schemes of NALSA to large number of masses throughout the respective districts and submit the same to the concerned DLSA Secretaries.
- iv. Coordination of implementation activities at the level of District Legal Services Authorities and Taluka Legal Services committees under the supervision of respective DLSA Secretaries.
- v. To suggest the requirement of PLVs and Panel Lawyers required for implementation of the schemes of NALSA and ensuring that the services of all the PLVs and Panel Lawyers are utilized to the fullest extent possible.

- vi. To ensure that all the Legal Services Clinics opened in the respective districts under the Project Coordinator are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Secretary DLSA.
- vii. To supervise and monitor the work of the PLVs as well as, all others working with the Coordinator for the smooth running of the activities/ schemes in the respective districts assigned to them.
- viii. Undertake field visits to track the progress made in the implementation of all programmes.
- ix. To ensure that all periodic reports (Monthly/ Quarterly/Half yearly/ Annually) are submitted within the time prescribed to the SLSA/ NALSA.
- x. To prepare report of the various concerning authorities about the status of the activities/ schemes/ being implemented by the DLSAs.
- xi. Any other task as assigned by the Member Secretary, SLSA.

3. PROJECT ASSISTANT :

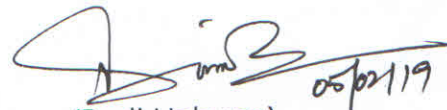
- i. Provide secretarial assistance to the Project Consultant/ Coordinator in preparation of the documents, guidelines and follow up on all activities.
- ii. Maintain up to date records of all expenditures, prepare disbursement reports for all activities and administrative expenditures.
- iii. Drafting routing correspondences making and responding to routing verbal/ written enquires, collating and organizing the data and information related to programmes.
- iv. Data entering and maintenance of records including operational and logistic support for implementation of programme activities including organizing meetings and workshops and coordination of day to day activities.
- v. Provide back to back secretarial support for all the activities of SLSA including assisting in making travel, logistic arrangements, supervision of ancillary staff etc.
- vi. Assist Project Consultant/ Coordinator in handling of emails, sending and receiving messages on electronic or other means of communication and organize and systematic documentation and reference materials including classifying and sorting important papers, locating new reference materials as required, filing relevant papers etc.
- vii. Aid the Project Coordinator in formulating plans and policies for planning, implantation, supervising and controlling the execution of the activities/ schemes formulated by NALSA.
- viii. Provide reports and information relating to various issues on instructions given by the Project Coordinator.
- xii. Any other task as assigned by Member Secretary of the SLSA.

6. SELECTION PROCESS:

Selection shall be made on the basis of a **walk-in-interview**. A candidate will be assessed on the touchstone of knowledge, experience and expertise in the relevant field shall be assessed during the course of interview.

7. GENERAL INFORMATION:

- a. Application form may be downloaded from the website www.apslsa.org
- b. Applications complete in all respect may either be dropped in the Drop Box maintained in the Office of the Arunachal Pradesh State Legal Services Authority, Chief Minister's Old Office Building, Niti Vihar, Itanagar-791111, Arunachal Pradesh or may be sent by post **on or before 19/02/2019 (Tuesday) till 4:30 pm**. The State Authority shall not be held responsible for any postal delay in reaching of the applications after last date of submission.
- c. Duly filled in application form must be accompanied by-
 - i. 2(two) copies of recent passport size photographs.
 - ii. HSLC (or equivalent examination) Admit Card/Pass Certificate as age proof or competent authority in original as well as self attested copies of each documents.
 - iii. Pass certificates and mark sheets of all educational qualification from HSLC or equivalent onwards in original as well as self attested copies of each documents.
 - iv. Experience certificate indicating the period of service/experience with date.
- d. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
- e. No TA/DA shall be paid to the candidates for appearing in the interview.
- f. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- g. Information submitted by candidate in his/her application will bind the candidate and if found to be false, his/her candidature shall be cancelled forthwith.**
- h. The candidate shall be responsible for any mistake made by him/her in the application form and the APSLSA shall not be responsible or liable in any way.
- i. If any candidate is found canvassing directly or indirectly, his/ her candidature shall be rejected.**
- j. The APSLSA reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
- k. All other matters which are not specifically provided in this advertisement shall be decided by the APSLSA.


(Budi Habung)

MEMBER SECRETARY

ANNEXURE- A
Application Format

Affix a recent
passport size
photograph

Application for the post: _____

1. Name in full(Dr./Shri/Smt/ Ms) _____

2. Father's/ Husbands Name: _____

3. Date and place of Birth: _____

4. Nationality _____

5. Marital Status (Married/Unmarried) _____

6. Permanent residential address _____

7. Address for correspondence _____

8. Contact Telephone Number/
Mobile Number _____

9. Email (Compulsory) _____

10. Qualification (beginning with
Matriculation or equivalent)

Examination Degree/ Diploma	University/ Board	Subject	Year of passing	% of marks Class/Grade Distinction

11. Experience details, if any _____

12. Whether you have knowledge of computer operations: _____

13. Details of special course, workshop attended, if any: _____

14. Details of extra-curricular activities, and other qualification, if any: _____

Date :

Place:

Signature of Applicant

Declaration by the Applicant

- (i) I certify that the particulars/information furnished/given in the application is true and correct to the best of my knowledge and belief and nothing has been concealed therein and in case of any information/ particular(s) is/ are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- (ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iii) I understand that if any column is left blank, my application can be rejected by the Authority.

Date :

Place:

Signature of Applicant