

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY
(High Court of Manipur Complex, Mantripukhri, Imphal)**

ADVERTISEMENT

Imphal, the 29th January, 2019

No. 6/28/2018-MASLSA: Applications are invited from eligible Indian nationals for engagement to the following posts in the office of Manipur State Legal Services Authority on contract basis :-

Sl. No.	Name of post	No. of post	Honorarium per month (All inclusive)
1	Project Consultant	1(one)	Rs. 60,000/-
2	Project Coordinator	1(one)	Rs. 45,000/-
3	Project Assistant	2(two)	Rs. 25,000/-

Details of the post along with the application form can be downloaded from the official website of Manipur State Legal Services Authority at www.maslsa.nic.in.

Last date for submitting application form is **14th February, 2019**.

(R.K. Memcha Devi)
Member Secretary
Manipur State Legal Services Authority

No. 6/28/2018-MASLSA:

Imphal the 29th January, 2019

Copy to :-

1. The Editor :
 - (i) Sangai Express (English Edition)
 - (ii) Hueiyen Lanpao (Manipuri Edition)
 - (iii) Poknapham (Manipuri Edition)
- *With a request to publish the above advertisement in the esteemed daily for 2 (two) consecutive days at the earliest possible and to submit the bill in "triplicate" for early payment.*
2. Notice Board/File.


29/1/2019
Member Secretary,
Manipur State Legal Services Authority

1. Details for the post of Project Consultant :-

1.	Name of post	Project Consultant
2.	No. of post	1 (one)
3.	Honorarium	Rs. 60,000/- per month (all inclusive)
4.	Qualification and Experience	<p>Master's Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science/ Sociology etc</p> <p style="text-align: center;">OR</p> <p>A Degree in Law</p> <p style="text-align: center;">AND</p> <p>Having at least 7 years of experience with proven track record in project planning and implementation.</p> <p style="text-align: center;">AND</p> <p>Knowledge of Manipuri.</p>
5.	Mode of recruitment	Selection will be done on the basis of performance in viva voce.
6.	Tenure	Initially for a period of 6 months, which can be extended upto 2 years only on the satisfactory work and performance.
7.	Age	Must have attained the minimum age of 30 years but not more than 40 years as on the date of publication of advertisement.
8.	Job profile	<p>i. Support and assist the Member Secretary, MASLSA in planning, coordination, execution and monitoring of the activities/programmes of MASLSA.</p> <p>ii. Identify and coordinate with governmental and non-governmental agencies/institutes who are working for the similar target groups under Legal Services Authorities.</p> <p>iii. Assist the Member Secretary, MASLSA in liaising with concerned State and Local government bodies and institutions on a regular basis.</p> <p>iv. Design projects for the implementation of specific NALSA Schemes.</p> <p>v. Coordination of implementation activities at the level of MASLSA, District Legal Services Authorities (hereinafter DLSAs) and Taluka Legal Services Committees (hereinafter TLSCs).</p> <p>vi. Design methods for systematic monitoring & evaluation of the above mentioned projects.</p> <p>vii. Undertake field visits to track the progress made in the implementation of programmes of MASLSA.</p> <p>viii. Any other task as assigned by the Member Secretary, MASLSA</p>

2. Details for the post of Project Consultant :-

1.	Name of post	Project Co-ordinator
2.	No. of post	1 (one)
3.	Honorarium	Rs. 45,000/- per month (all inclusive)
4.	Qualification and	Master's Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science/ Sociology etc.

	Experience	<p style="text-align: center;">OR</p> <p>A Degree in Law</p> <p style="text-align: center;">AND</p> <p>Having at least 5 years of experience with proven track record in project planning and implementation.</p> <p style="text-align: center;">AND</p> <p>Knowledge of Manipuri.</p>
5.	Mode of recruitment	Selection will be done on the basis of performance in viva voce.
6.	Tenure	Initially for a period of 6 months, which can be extended upto 2 years only on the satisfactory work and performance.
7.	Age	Must have attained the minimum age of 30 years but not more than 40 years as on the date of publication of advertisement.
8.	Job profile	<p>i. Planning and execution of the schemes / activities taken up by the DLSA (s) in the Legal Services camps including projection of financial requirements in consultation with the Secretary of the respective DLSA.</p> <p>ii. Identifying and coordinating with governmental and non-governmental agencies/institutes who are working for the similar target groups so as to facilitate the public in resolving their grievances.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>vi. To plan and report to the DLSA Secretaries, Schedules for periodic training of the PLVs for implementation of the schemes of various programme and ensure that the said PLVs are equipped with the required knowledge to carry out the said schemes.</p> <p>vii. 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.</p> <p>viii. To supervise and monitor the work of the PLVs as well as, all others working with the Coordinators for the smooth running of the activities / schemes in the respective districts assigned to them.</p> <p>viii. Undertake field visits to track the progress made in the implementation of all programmes.</p> <p>ix. To ensure that all periodic reports (Monthly / Quarterly / Half yearly, Annually) are submitted within the time prescribed to the MASLSA / NALSA.</p> <p>x. To prepare report of the various concerning authorities about the status of the activities / schemes being implemented by the DLSAs.</p> <p>xi. Any other task as assigned by the Member Secretary, MASLSA.</p>

3. Details for the post of Project Assistant :-

1.	Name of post	Project Assistant
2.	No. of post	2 (two)
3.	Honorarium	Rs. 25,000/- per month (all inclusive)
4.	Qualification and Experience	Degree in any subject with 3 years experience and knowledge of MS Office (Excel, Powerpoint, Word etc). Preference will be given those having Diploma in Computer. AND Knowledge of Manipuri.
5.	Mode of recruitment	Selection will be done on the basis of performance in viva voce.
6.	Tenure	Initially for a period of 6 months, which can be extended upto 2 years only on the satisfactory work and performance.
7.	Age	Must have attained the minimum age of 25 years but not more than 40 years as on the date of publication of advertisement.
8.	Job profile	<p>i. Provide secretarial assistance to the Project Consultant/Coordinator in preparation of the documents, guidelines and follow up on all activities.</p> <p>ii. Maintain up-to-date records of all expenditures, prepare disbursement reports for all activities and administrative expenditures.</p> <p>iii. Drafting routine correspondences, making and responding to routine verbal/written enquires, collating and organizing the data and information related to programmes.</p> <p>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.</p> <p>v. Provide back-up secretarial support for all the activities of MASLSA including assisting in making travel, logistic arrangements, supervision of ancillary staff etc.</p> <p>vi. Assist Project Consultant/Coordinator in handling of emails, sending and receiving messages on electronic or other means of communication and organize and systemize documentation and reference materials including classifying and sorting important papers, locating new reference materials as required, filing relevant papers etc.</p> <p>vii. Aid the Project Coordinator in formulating plans and policies for planning, implementation, supervising and controlling the execution of the activities / schemes formulated by NALSA.</p> <p>viii. Provide reports and information relating to various issues on instructions given by the Project Coordinator.</p> <p>ix. Any other task as assigned by Member Secretary of the MASLSA or by the Project Consultant/Project Coordinator</p>

General Information

1. Duly completed application form in the prescribed format with all the requisite enclosure must be addressed to Member Secretary, Manipur State Legal Services Authority, High Court of Manipur, Mantripukhri – 795002 and must reach this office on or before **14th February, 2019**.
2. Application received after the last date shall not be entertained whatsoever.
3. Enclosure :- The following documents are to be submitted along with the application form –
 - a. Self attested copies of educational certificates.
 - b. Self attested copies of experience certificates.
 - c. Self attested copy of Age proof certificate.
 - d. Self attested copy of Address proof certificate.
 - e. Self attested copy of Domicile certificate.
 - f. Brief bio-data of work experience.
4. The envelope containing Application form along with the requisite enclosures should mention the name of the post being applied for, in capital letters.
5. Envelope shall contain only one application form along with the requisite enclosures.
6. Candidates working in Govt. Organisation/PSE must route their application through proper channel or produce NOC at the time of interview.
7. Only shortlisted candidates will be called for interview. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/short listing.
8. The list of the shortlisted candidate will be uploaded in the official website of MASLSA (www.maslsa.nic.in) on **19th February, 2019**.
9. Interview for the shortlisted candidates will be held tentatively on **23rd February, 2019** at the office of Manipur State Legal Services Authority.
10. Candidates must bring their original testimonials on the day of interview.
11. No TA/DA will be reimbursed to the candidates for attending the interview.
12. Disqualification for appointment :-
 - a. If he is not a citizen of India.
 - b. If he has been convicted of an offence involving moral turpitude or he is/has been permanently debarred or disqualified by the Union Public Service Commission or any State Public Service Commission from appearing for any examinations or selections conducted by it.
 - c. If he directly or indirectly influences the "Selection Committee" by any means for his candidature.
 - d. Incomplete/incorrect information in the application form.
 - e. Application received after last date.(MASLSA will not be responsible for any postal delay).
13. The remuneration is on consolidated basis and is inclusive of all allowance etc.
14. Any further changes/ subsequent notifications will be uploaded in the website (www.maslsa.nic.in).

***Hon'ble Executive Chairman reserves the right to appoint or reject any applicant/candidature.**

R.K. Memcha Devi 29/1/2019

**(R.K. Memcha Devi)
(Member Secretary)**

Manipur State Legal Services Authority