

**Position** : Nyaya Mitra for District Facilitation Center  
**Project** : Access to Justice for Marginalized People  
**Organisation** : Department of Justice, Ministry of Law and Justice  
**Duty Station** : 227 selected districts.  
**Duration** : Tentatively Ten months (Duration of engagement to be based on performance and need which is reviewed once in 3 months)  
**Type of Engagement** : Temporary

Terms of Reference

S. No.	ELIGIBILITY CRITERIA AND CONDITIONS OF SERVICE	
1.	Eligibility	<ul style="list-style-type: none"> <li>• local resident</li> <li>• retired Judicial officer</li> <li>• retired Executive officer.</li> <li>• Minimum pay scale before retirement for judicial officers Rs. 43,690-Rs. 56,470</li> <li>• Minimum pay scale before retirement for Central &amp; State Officers Rs. 78,800 to Rs 1,09,100.</li> </ul>
2.	Experience:	<ul style="list-style-type: none"> <li>• Retired Judicial Officer/Executive preferably having legal background.</li> </ul>
3.	Functional Competencies	<ul style="list-style-type: none"> <li>• Proficiency in using basic computer applications, good communication skills, organizational &amp; interpersonal skills, ability to work independently to fulfil assigned tasks.</li> </ul>
4.	Language Requirements	<ul style="list-style-type: none"> <li>• Working knowledge of English and regional language including writing skills</li> </ul>
5.	Honorarium payable (lump sum)	X Class City : Rs. 40,000/- per month Y Class City : Rs. 35,000/- per month Z Class City : Rs. 30,000/- per month
6.	Travelling expenses for official work, mobile	Rs. 5,000/- per month on self-certification. No other allowances such as relocation expenses will be provided.
7.	Place of work	In local Common Service Centres.
8.	Working hours/days	10.00 a.m. to 5.00 p.m./ Monday to Saturday
9.	Leave allowed	2 <sup>1/2</sup> days p.m as per the information sent on email. Honorarium would be reduced pro-rata in case of absence from duty unauthorised leave.
10.	Personal staff/clerical assistance	Will not be provided.
11.	Maximum Age	70 years (May be relaxed for 2 years in special circumstances)
12.	Health	Should be sound.
13.	Criteria for Engagement	(i) Legal Education would be desirable (ii) Higher pay scale (iii) Higher basic pay (iv) Date of Birth (younger applicants would be preferred)

14.	Mode of Engagement	There would be no personal interview / personality test. Briefing / orientation would be conducted for those engaged for the position.
15.	Mode of Communication / Intimation	Intimation shall be made only by email / sms. Therefore, applicants are advised that their email ID should be active and regularly checked. It is further clarified that no communication would be sent by post or courier.

#### **Duties and Responsibilities**

The Nyaya Mitra has the overall responsibility for delivering on the following tasks:

1. The Nyaya Mitra shall assist the litigants who are suffering due to delay in investigations or trial, by actively identifying such cases through the National Judicial Data Grid. Their aim shall be to identify the bottlenecks due to which these cases are delayed. This shall be followed up with necessary action to ensure speedy disposal of pending cases.
2. The Nyaya Mitra will provide legal advice to litigants or connect them with panel lawyers (from the concerned District Legal Services Authority), CSC Tele law, government agencies and civil society organisations working for the marginalised people.
3. The Nyaya Mitra shall co-ordinate with the authorities from public utilities departments, district administration and law enforcement agencies wherever needed to effectively ensure speedy redressal of cases.
4. The Nyaya Mitra shall handle, in consultation with the DoJ, grievances received by the department (pertaining to his jurisdiction) from the public, PMO, President Secretariat among others.
5. The Nyaya Mitra shall refer the marginalised applicants to Lok Adalats for dispute resolution.
6. The Nyaya Mitra shall facilitate mediation for resolution of disputes between the litigants.

The Nyaya Mitra will not interfere with the court proceedings.

#### **Places of work (Common Service Centres in the following districts)**

##### **Uttar Pradesh**

- Allahabad, Jaunpur, Gorakhpur, Gonda, Lucknow, Pratapgarh, Deoria, Kanpur Nagar, Sultanpur, Azamgarh, Bahraich, Ghaziabad, Mau, Basti, Ghazipur, Sitapur, Faizabad, Ballia, Mirzapur, Bareilly, Muzaffarnagar, Agra, Bijnor, Siddharthnagar, Meerut, Kushinagar, Mathura, Badaun, Moradabad, Fatehpur, Varanasi, Farrukhabad, Raibareli, Maharajganj, Jhansi, Gautam Buddha Nagar, Aligarh, Sonbhadra, Hapur, Banda, Saharnpur, Ambedkar Nagar, Hathras, Lakhimpur, Unnao, Firozabad, Jalaun, Barabanki, Rampur, Kanpur Dehat, Bhadohi SR Nagar, Hardoi, Kaushambi, Auraiya, Haimpur, Etawah, Bulandshahr, Lalitpur, Balrampur, Baghpat, Etah, Kannauj, Pilibhit, Mainpur, Shravasti, Jyotiba Phule Nagar, Santkabir Nagar, Kanshi Ram Nagar.

##### **Bihar**

- Patna, Samastipur, Saran at Chapra, Purnea, Siwan, Gopalganj, Bettiah, Motihari, Buxar, Madhubani, Munger, Begusarai, Aurangabad, Rohtas Sasaram, Araria, Lakhisarai, Katihar, Kaimur at Bhabhua, Supaul, Darbhanga, Khagaria, Nawada, Banka, Saharsa, Jamui, Nalanda, Madhepura, Bhagalpur, Kishanganj and Sheikhpura.

**Maharashtra**

- Mumbai CMM Courts, Thane, Pune, Nagpur, Nashik, Solapur, Raigad, Ahmednagar, Mumbai City Civil Court, Akola, Satara, Aurangabad, Nanded, Kolhapur, Beed, Mumbai Small Causes Court, Jalgaon, Yavatmal, Sangli, Latur, Amravati, Chandrapur, Maharashtra Industrial and Lab, Buldhana, Maha State Cooperative Appellate, Osmanabad.

**Gujarat**

- Ahmedabad, Vadodara, Surat, Rajkot, Bhavnagar, Jamnagar, Panchmahal at Godhra, Anand, Gandhinagar, Kachchh at Bhuj, Valsad, Banaskanth at Palanpur, Mahesana, Aravalli at Modasa, Gir Somnath at Verabal, Kheda at Nadiad, Dahod, Bharuch, Devbhumi Dwarka at Khambhaliya, Junagadh, Chhota Udepur, Amreli, Surendranagar, Sabarkantha at Himmatnagar, Morbi, Patan, Navsari, Porbandar, Narmada, Tapi.

**Orissa**

- Khurda, Cuttack, Sundargarh, Anugul, Balasore, Puri, Ganjam, Mayurbhanj, Jagatsinghpur, Jajpur, Bhadrak, Nabarangpur, Sambalpur, Bargarh, Koraput, Keonjhar, Kendrapada, Jharsuguda, Dhenkanal, Balangir, Rayagada, Kandhamal, Nayagarh, Kalahandi.

**Rajasthan**

- Jaipur Metro, Kota, Alwar, Bharatpur, Jodhpur Metro, Ganganagar, Bikaner, Ajmer, Jhunjhunu, Udaipur, Jaipur District, Dholpur, Jodhpur District, Tonk, Hanumangarh, Pali, Sikar, Bhilwara, Chittorgarh, Jalore.

**West Bengal**

- South Twenty Four Praganas, Calcutta, North Twenty Four Parganas, Murshidabad, Howrah, Hoogly, Burdwan, Burba Medinipur, Nadia, Purulia, Darjeeling, Birbhum, North Dinajpur, Paschim Medinipur, South Dinajpur, Coochbehar, Bankura, Malda.

**North East and Jammu and Kashmir**

- Assam (Barpeta, Cachar, Darrang, Dhubri, Dibrugarh, Goalpara, Hailakhandi, Jorhat, Kamrup Metro, Lakhimpur, Morigaon, Nagaon, Nalbari, Sivasagar, Sonitpur, Tinsukia, Golaphat), J&K (Srinagar, Jammu and Udhampur), Tripura (West Tripura), Meghalaya (East Khasi), Manipur (Imphal West), Nagaland (Dimapur), Arunachal Pradesh (Itanagar), Sikkim (Gangtok) and Mizoram (Aizwal).

I hereby undertake that I am agreeable to the terms and conditions of engagement as Nyaya Mitra available in the DoJ website [www.doj.gov.in](http://www.doj.gov.in).

Please tick in the box if you agree.

To apply click on <http://www.doj.gov.in> link.

