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7.X.21
PR case - 001-2021



ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତ୍ତିରାଜ ଓ ସାମାଜିକ କଲ୍ୟାଣ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

ଓଡିଶା ଲୋକସେବା ଭବନ
ଓଡିଶା ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
Odisha Lok Seva Bhawan,
Sachibalaya Marg,
Bhubaneswar - 751001
Fax: 0674 - 2391413
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No. PR-LEGAL-CASE-0001-2021- 17378 /PR & DW

Date: 07.10.2021

ADVERTISEMENT

Applications are invited from eligible candidates for engagement of "Legal Consultant" in PR & DW Department on contract basis with consolidated remuneration of Rs. 60,000/- (Rupees Sixty Thousand) only per month. This engagement shall be initially for a period of one year, renewable annually depending on depending on assessment of performance till regular appointment is done. The details of engagement viz. eligibility criteria, emoluments, job chart, qualification, terms and conditions, number of posts etc. are available in PR & DW Department website www.odishapanchayat.gov.in.

The last date for receipt of application is **29.10.2021 (by 5.30 PM)**.

Application along with copies of supporting documents viz. educational qualification, experience, etc. may be sent to the Additional Secretary to Government, Legal Section, PR & DW Department, Odisha Secretariat, Bhubaneswar.

The Authority reserves all rights to cancel the advertisement and the process of engagement without assigning any reasons thereof.

Advertisement for Legal Consultant

Applications in the prescribed proforma (as per Annexure-I to the advertisement) are invited from the eligible candidates for filling up of 01 (One) posts of Legal Consultant PR & DW Department, Government of Odisha as per the details given below.

1	Name of the post	:	Legal Consultant
2	Qualification	:	i. Bachelor's Degree in Law ii. Minimum 10 years experience at bar dealing with Civil/ Criminal/ Service Law related cases or a



			retired Government Servant having legal background and 10 years experience in handling Court cases/Legal matter.
3	Age	:	The age of the applicant should not be less than 45 years and not more than 62 years of age as on closing date of Advertisement.
4	Consulting charge	:	The candidates who are engaged as Legal Consultant will be paid consultancy charge of Rs. 60,000/- (Rupees Sixty Thousand) only per month and no other govt. allowances like D.A., H.R.A., T.A., Medical reimbursement etc. will be admissible. Facilities like transport and residential accommodation would not be provided. However, vehicle will be provided in case the Consultant is required to travel outside Bhubaneswar for appearing before Hon"ble High Court/Tribunal/other Courts relating to legal issues/cases.
5	Duties and Responsibilities	:	<ul style="list-style-type: none"> i. He shall be engaged as Legal Consultant in PR & DW Department. ii. He or his empanelled juniors, as the case may be, shall not accept or handle any brief/case against the State Government in PR & DW Department. iii. He will examine the draft Para wise comments, the draft plaint/ application/ petition etc., as the case may be, before onward submission of the same to Govt. Advocate office where the PR & DW Department is a party in any cases. iv. He will keep track of the development/status of cases in different courts. v. He will assist the Branch Officer in discussion with Govt. Advocate/Counsel to finalize the PWC/ Writ/ Appeal/ Rejoinder/ Show cause reply/Affidavit to be filed as and where necessary. vi. In Contempt cases and date line cases where the Additional Secretary, PR & DW Department is to take action or file show cause, he shall keep track of such matters on priority basis to avoid passing of adverse order/comment of the court.

		<ul style="list-style-type: none"> vii. In case of necessity he will move outside Bhubaneswar as and when instructed. viii. He will monitor the submission of affidavits by different Govt. Departments, where PR & DW Department is a proforma party, and vet their affidavits wherever necessary. ix. For timely action, if required he will cooperate the office in Holidays for urgent nature of the legal matter. x. He will take the assistance of office and officials in case matters. xi. In case matters, he will have inter-Departmental Coordination with the concerned officials of other offices, in case of necessity. xii. He will assist in preparation of draft rules/ regulation/ guidelines relating to PR & DW Department on legal angles. xiii. He will not disclose the official secrets in any manner and maintain absolute integrity. xiv. He will be required to visit OATs/High Court/Civil Courts as and when required/directed to assist the officials on case matters. xv. He will also examine the orders/ judgments of OAT/High Court/Other Courts and advise further course of action to be taken relating to the matter.
6	Other terms and Conditions :	<ul style="list-style-type: none"> i. 1st Review of his work will be done after six months of joining ii. The tenure of such Consultant shall be for one year which may be renewed annually depending on his performance. iii. Any breach of contract by the Legal Consultant shall be considered sufficient ground for termination of his engagement and may further debar him from future engagement by the Department. iv. The appointment of Legal Consultant will be on full-time basis and he will remain present as and when required. v. The Legal Consultant having accepted the offer of engagement shall enter into a contract also having the confidentiality clause with PR & DW Department, detailing the terms and conditions of engagement before being assigned any work.

7	Mode of selection	Applications received in response to the advertisement will be scrutinized and maximum 07 (seven) applicants would be shortlisted, who will be called for a personal interaction and documents verification. After such personal interaction the Legal Consultant will be selected for engagement.
8	How to apply	The desired candidates may submit their application in the format given at Annexure-I to Additional Secretary to Government, Legal Section, PR & DW Department, Government of Odisha Secretariat, Bhubaneswar through Speed Post/Regd. Post/Courier only which should reach in the office of the Additional Secretary during the office hour only on or before 29.10.2021 (By 5.30 PM) . Applications received after the scheduled date and incomplete applications are liable to be summarily rejected.

29.10.2021
 Additional Secretary to Govt.,
 PR & DW Department

CC to:

The Deputy Director, (Advertisement), I&PR Department for information and necessary action.

He is requested to take suitable steps for early publication of present advertisement in two Odiya dailies for one day at least before 15 days from the last date of publication of Advertisement.

Annexure — I

Application for the post of Legal Consultant in PR & DW Department

Affix recent passport
size Photograph



1. Name of the applicant
2. Address with contact number
3. Email ID
4. Date of birth
5. Age on closing date
6. Educational qualification
 - (i) Name of the college
 - (ii) Affiliated with University
 - (iii) Nature of Course 3/5 yrs.
 - (iv) Percentage
 - (v) Year of Passing
 - (vi) Experience (Specify in brief)
7. Application along with copies of supporting documents, viz., educational qualification, experience, Bar Council Certificate, etc. may be sent so as to reach the Additional Secretary to Government, Legal Cell, PR & DW Department, Secretariat, Bhubaneswar on or before **29.10.2021 (By 5.30 PM)**.
8. Declaration :-

This is to certify that facts given by me on application form are true from best of my knowledge. I understand that if any part of it is found to be false, this application will be cancelled.

Dated _____

Full Signature of Applicant _____