



NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

(Established by Odisha Act IV of 2008)

Kathajodi Campus, Sector 13, CDA, Cuttack-753015, Odisha

CALL FOR APPLICATIONS: PROJECT FELLOWS (LAW)

National Law University Odisha is inviting applications on contract for a period of **3 years** for the post of Project Fellows (Law) for Cuttack (**Three positions**) for its **Prison Advocacy Project** supported by a grant from the Azim Premji Foundation for providing **Quality Legal Aid to undertrials for timely bail and release** in four chosen prisons of Odisha namely Choudwar Circle Jail, Bhubaneswar Special Jail, Khurda District Jail and Banki Sub-Jail..

Responsibilities of the Project Fellows (Law):

This is a full-time paid position based in National Law University Odisha, Cuttack. The selected candidates will be expected to reside within Cuttack and may be required to travel frequently to other districts as per the needs of the project.

The responsibilities of the Project Fellows (Law) will include:

- ✓ Visiting prison with the duty counsels of the DLSA and providing legal counseling to inmates requiring legal aid in the selected prisons.
- ✓ Coordinating with DLSA and authorities from the Prison Department to ensure allocation of DLSA panel advocates for undertrials who do not have any legal representation.
- ✓ Briefing and assisting the Legal Aid Defense Counsel and/or the panel lawyer of the DLSA assigned on a case during court hearings at both pre-trial and trial stage.
- ✓ Regular Prison visits to seek instructions from an undertrial client on behalf of the Legal Aid Defense Counsel counsels and/or the DLSA panel advocates.
- ✓ Reviewing documents brought on record in a case, providing research inputs and devising legal strategy in consultation with the Legal Aid Defense Counsel counsels and/or the DLSA panel advocates concerned.
- ✓ Assisting the Legal Aid Defense Counsel counsels and/or the DLSA panel advocates in drafting legal documents to be submitted at both pre-trial and trial stage.
- ✓ Following-up ongoing cases in court and updating the client (undertrial) and/or the family members concerned
- ✓ Regularly communicating with prison authorities to obtain case specific information and documents.
- ✓ Organising and conducting training workshops and conferences.
- ✓ Documentation and Reporting as per the needs of the project.
- ✓ Preparation of research reports, documentation of the cases, desk organization of the cases (files and soft copies of the cases) and timely submission on the monthly reports.
- ✓ Any other work that may be necessary to further the aims of the **Prison Advocacy Project**.

Requisite Qualifications:

- ✓ Bachelors Degree in Law from a recognized institute.
- ✓ Minimum of three-year experience of criminal law practice at trial court level
- ✓ Registration as a practicing advocate with Bar Council of any state in India
- ✓ Proficiency in reading, writing and speaking Odia.
- ✓ Ability to read, write and speak English
- ✓ Familiarity with the use of MS-Office, emails and the internet.
- ✓ Prior work experience in work with the District Legal Services Authority is **desirable**.

SELECTION PROCESS :

Only Shortlisted candidates will be called for interview. The interview process may include written/skill tests on the day of interview. The candidates are advised to check the website regularly for updates.

Salary : Project Fellows will be paid a consolidated salary of INR 40,000 per month with an annual increment of 10 percent. In addition to the honorarium, the selected fellows will be paid travel costs as per actuals in accordance with the Govt. of Odisha rules and telephone charges of upto INR 500 per month.

OTHER TERMS AND CONDITIONS

- ✓ The appointments are not against any regular post and are limited to the duration of the project. The appointments shall not confer any right for permanent/regular job or absorption in the University.
- ✓ The appointments are for the specified project only.
- ✓ The appointments are for duration of **3 (Three)** years and the nature of appointment is contractual.
- ✓ In case of unsatisfactory performance, the contract can be terminated by the University before the expiry of three years.
- ✓ It is preferable for applicants to be able to drive two wheelers/four wheelers as the project will involve substantial local travel to the four designated prisons located in Cuttack and Khurda.
- ✓ The selected fellows will be required to travel to the selected prisons at regular intervals .
- ✓ The selected Fellows are not allowed to take other engagements during the contract period of the project.
- ✓ The Project Fellows will work under the supervision of Project Co-Ordinator and will finally report to the Project Director.

APPLICATION PROCESS

- ✓ The filled-up application form along with necessary documents and a Demand Draft of Rs. 500/- drawn from any scheduled bank in favor of Registrar, National Law University, Odisha payable at Cuttack should be sent to **Registrar, National Law University Odisha, Kathajodi Campus, CDA-13, Cuttack-753015**, on or before **5th December 2024**.
- ✓ Soft copies of the filled-up application forms, necessary documents and demand draft should also be sent by email to jobs@nluo.ac.in on or before **5th December 2024**.
- ✓ The application form will be accessible in the University website from **17th November 2024**.
- ✓ The last date for applying for all the above-mentioned posts is **5th December 2024**.
- ✓ Only short-listed candidates will be called for Interview.
- ✓ No TA/DA will be given for attending the Interview.

- ✓ For any updates please visit University website regularly, no separate communication will be made to the candidates.