



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 (SOCIAL WORK)

National Law University Odisha is inviting applications on contract for a period of **3 years** for the post of Project Fellows (Social Work) for Cuttack (**Three positions**) for its **Prison Advocacy Fellowship Programme** 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 (Social Work):

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 Social Work Fellows will include:

- ✓ Visiting the Prisons, interacting with undertrial prisoners, identifying individuals who need legal aid from the DLSA and supporting them in writing applications to DLSA.
- ✓ Identifying undertrial prisoners entitled for bail/early release and refer such cases to the DLSA and the Prison Authorities.
- ✓ Socio-legal case work interventions and handholding undertrial prisoners through the legal proceedings at both pre-trial and trial stage.
- ✓ Home visits and working with families of under trials in gathering information/documents relevant to their case.
- ✓ Coordinating with other relevant authorities if required for gathering relevant documents like age proof, address proof, medical certificates etc.
- ✓ Identifying special needs of under trials including pregnancy, claims for juvenility, disability, terminal illnesses, mental health issues etc.
- ✓ Travelling as required to meet and communicate with family members of undertrial prisoners and other persons who may have oral and documentary information relevant for mitigation of the prisoners, using the tools and techniques for communication and obtaining information devised.
- ✓ Correspondence with the family of the Undertrials prisoners seeking relief/remedy.
- ✓ Coordinating with Legal Fellows and providing relevant socio-legal inputs in individual cases.
- ✓ Case Documentation with details of interventions for cases handled.
- ✓ Organising and conducting trainings, workshops, community outreach initiatives and conferences as per the need of the Project.
- ✓ Documentation and Reporting as per the project needs.
- ✓ Any other work that may be necessary to further the aims of the Prison Advocacy Project.

Requisite Qualifications:

- ✓ Post Graduate in Social Work/Social Science/ Sociology or any allied subject preferably with experience in field work from a Central/Deemed/State-Recognised University.
- ✓ Minimum of two-years experience in intervention work at the field level is desirable
- ✓ Proficiency in reading, writing and speaking Odia.
- ✓ Ability to read, write and speak English
- ✓ Familiarity with the use of MS-Office, emails and the usage of internet.

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 : Fellows will be paid a 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 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.

