

DIRECTORATE OF ELEMENTARY EDUCATION, ODISHA
HEADS OF DEPARTMENT BUILDING, 5TH FLOOR, BHUBANESWAR-751001
Ph: 0674-2395642 (O), email id: dec.oris@gmail.com

No.4A-06-2018-I:

18541

/Date 3-8-18

ADVERTISEMENT

Applications are invited from eligible candidates in the prescribed format as at Annexure-I for engagement of one "Legal Retainer" in Directorate of Elementary Education, Odisha, Bhubaneswar on contract basis with consolidated remuneration of Rs.25,000/- (Rupees Twentyfive thousand) only per month. This engagement shall be initially for a period of one year and the same may be extended by the Director subject to satisfactory performance. The details of engagement viz. eligibility criteria, emoluments, job chart, qualification, terms and conditions can be downloaded from the "e-despatch Odisha>School & Mass Education Department>Directorate of Elementary Education > Despatch". The last date and time for submission of application is **16.08.2018 (5.00 PM)**.

Applications along with copies of supporting documents viz. educational qualification, experience, etc may be sent to the Director, Directorate of Elementary Education, Odisha, Bhubaneswar.

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


Director,
Elementary Education Odisha.

Memo No. 18542 /Dt. 3-8-18

Copy alongwith the enclosures forwarded to the Joint Secretary to Government, School and Mass Education Department for information with reference to Govt. letter No.11727 dt.25.05.2018. He/She is requested to publish this advertisement in the website of School & Mass Education Department for wider publicity.


Establishment Officer

Memo No. 18543 /Dt. 3-8-18

Copy to Notice Board / Guard File of this Directorate for information and necessary action.


Establishment Officer

Annexure - I

Application for the post of Legal Retainer in D.E.E Odisha, Bhubaneswar

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 years :
 - (iv) Percentage of marks :
 - (v) Year of Passing :
 - (vi) Experience (specify in brief) :
7. Applications along with copies of supporting documents, viz., educational qualification, experience, Bar Council Certificate, etc. may be sent so as to reach the Director, Elementary Education, Odisha, Bhubaneswar on or before **16.08.2018 (5.00 PM)**.

Declaration:-

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

Dated _____

Signature of Applicant _____

Details of advertisement for Legal Retainer

Applications in the prescribed proforma (as per Annexure-I to the advertisement) are invited from the eligible candidates for filling up of one post of Legal Retainer in Directorate of Elementary Education, Odisha, Bhubaneswar as per the details given below.

1. Name of the Post : Legal Retainer
2. Qualification : (i) Bachelor's Degree in Law
(ii) Minimum 08 years of experience at bar dealing with Service Law having legal background and 08 years of experience in handling court cases/legal matters.
3. Age : The age of the applicant should not be less than 40 years and more than 62 years of age as on the closing date of Advertisement.
4. Selection of legal retainer : (a) The legal retainer shall be a practicing advocate of the District with a minimum experience of 8 years.
(b) The selection for engagement of legal retainer for the Directorate will be made by a committee headed by the Director concerned and two Joint/Deputy Directors nominated by the Director.
(c) While selecting the Advocate to be engaged as legal retainer, the Committee shall inter alia consider the experience and reputation of the Advocate.
(d) A panel of three names will be prepared.
(e) After selection, the advocate concerned shall be requested to convey his willingness to accept the offer and the terms and conditions.
(f) After acceptance of the offer, the engagement order shall be issued by the Director.
5. Scale of retainer fee : The candidate who is engaged as Legal Retainer will be paid consultancy charge of Rs.25,000/- (Rupees twenty-five thousand) only per month and no other allowance like DA, HRA, TA, Medical reimbursement etc. will be admissible. Facilities like transport and residential accommodation would not be provided.
6. Duties and Responsibilities : (a) The legal retainer will provide all support and advice/ assistance to the Director as and when required.
(b) Counters/ replies/ rejoinders in cases and compliance affidavits will be drafted by the legal retainer.
(c) Necessary legal advice will be rendered to the Director wherever necessary. No separate payment shall be made for rendering legal opinion/advice.
(d) A room will be earmarked for the legal retainer in the office of the Director, Elementary Education,

Odisha, Bhubaneswar. The legal retainers at their convenience will make themselves available in the Office of the DEE (O) for the above work.

7. Other terms and conditions :

- (a) Since the legal retainers may not be available during working hours on full time basis, the Director, Elementary Education will fix the consulting hour with the legal retainer at his chamber beyond office hours as and when required.
- (b) The concerned Branch Officer shall be the Nodal Officer to discuss with the legal retainer and he will brief him about the intricacies/ provisions of Education Act, Rules and instructions issued from time to time to facilitate drafting of the Counter/ compliance etc.
- (c) The engagement shall be initially for a period of one year. The same may be extended by the Director subject to his satisfactory performance.
- (d) The engagement can be terminated at any time even before completion of one year after serving one month notice by either side.
- (e) The name, address and contact number of the legal retainer so engaged shall be intimated to Government.

8. How to apply

- : The desired candidates may submit their application in the format given at Annexure-I to Director, Elementary Education, Odisha, Bhubaneswar through Speed Post/Regd. Post/ Courier only which should reach in the office of the Director, Elementary Education 5th Floor, Heads of Department Building Odisha, Bhubaneswar-751001 during the office hour only on or before **16.08.2018 (5.00 PM)**. Applications received after the scheduled date and incomplete applications are liable to be summarily rejected.


Director, Elementary Edn.(O)