



**GOVERNMENT OF ODISHA**  
**SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES**  
**DEPARTMENT**

No. 7582 /SSEPD-OE-84/2018

Date. 28.09.2018

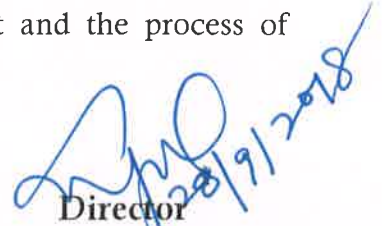
**ADVERTISEMENT**

Applications are invited from eligible candidates for engagement of “**Legal Consultant**” in SSEPD Department on Contract Basis with Consolidated Remuneration of Rs.30,000/- (Rupees Thirty Thousand) only per month. This engagement shall be initially for a period of one year, renewable annually up to three years depending on assessment of performance. The details of engagement viz. eligibility criteria, emoluments, job chart, qualification, terms and conditions, number of posts etc. are available in SSEPD Department website: [www.ssepd.gov.in](http://www.ssepd.gov.in).

The last date for receipt of application is 30.10.2018.

Applications along with copies of supporting documents viz. educational qualification, experience etc. may be sent to the Director, SSEPD Department, SIDR Building, Capital Hospital Campus, Unit-6, Government of Odisha, Bhubaneswar.

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



Director

SSEPD Department

## **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 one post of Legal Consultant in SSEPD 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 40 years and more than 62 years of age as on the closing date of Advertisement.
4. Consulting Charge : The Candidate who will be engaged as Legal Consultant will be paid consultancy charge of Rs.30,000/- (Rupees: Thirty Thousand) only per month and no other allowance 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 & Responsibilities : (i) He/She shall be engaged as Legal Consultant in SSEPD Department.  
(ii) He/She or his/her empanelled juniors, as the case may be, shall not accept or handle any brief/case against the State Government in SSEPD Department.  
(iii) He/She 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 Government Advocate office where the SSEPD Department is a party in any cases.  
(iv) He/She will keep track of the development/status of cases in different courts.

(v) He/She will assist the Branch Officer in discussion with Government 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 Secretary, SSEPD Department is to take action or file show cause, he/she shall keep track of such matters on priority basis to avoid passing of adverse order/comment of the court.

(vii) In case of necessity he/she will move outside Bhubaneswar as and when instructed.

(viii) He/She will monitor the submission of affidavits by different Government Departments where SSEPD Department is a proforma party and vet their affidavits wherever necessary.

(ix) For timely action, if required he/she will cooperate the office in Holidays for urgent nature of the legal matter.

(x) He/She will take the assistance of office and officials in case matters.

(xi) In case matters, he/she will have inter-Departmental Coordination with the concerned officials of other offices, in case of necessity.

(xii) He/She will assist in preparation of draft rules/regulation/guidelines relating to SSEPD Department on legal angles.

(xiii) He/She will not disclose the official secrets in any manner and maintain absolute integrity.

(xiv) He/She will be required to visit OATs/High Court/Civil Courts as and when required/directed to assist the officials on case matters.

(xv) He/She 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 & Conditions: (i) The Legal Consultant having accepted the offer of engagement shall enter into a contract also having the

confidentiality clause with SSEPD Department, detailing the terms and conditions of engagement before being assigned any work.

(ii) The tenure of the Consultant shall be for one year which may be renewed up to three years depending on his/her performance.

(iii) Any breach of contract by the Legal Consultant shall be considered sufficient ground for termination of his/her engagement and may further debar him/her from future engagement by the Department.

(iv) The appointment of Legal Consultant will be on full-time basis and he/she shall remain present as and when required.

7. Mode of Selection

: Applications received in response to the advertisement will be scrutinized and maximum 15 (fifteen) 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 Director, SSEPD Department, Government of Odisha, Bhubaneswar through Speed Post/Regd. Post/Courier only which should reach the Director, SSEPD Department, SIDR Building, Capital Hospital Campus, Unit-6, Bhubaneswar-751 001 during the office hour only on or before 30.10.2018. Applications received after the scheduled date and incomplete applications are liable to be summarily rejected.

ANNEXURE - I

Application for the post of Legal Consultant in SSEPD Department

Affix recent  
passport size  
Photograph

1. Name of the Applicant :
2. Address with contact number :
3. E-mail ID :
4. Date of Birth :
5. Age as on closing date :
6. Educational Qualification :
  - a. Name of the College :
  - b. Affiliated with University :
  - c. Nature of Course 3/5 Years :
  - d. Percentage :
  - e. Year of Passing :
  - f. 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 Director, SSEPD Department, SIDR Building, Capital Hospital Campus, Unit-6, Bhubaneswar-751001 on or before 30.01.2018.

**Declaration :**

This is to certify that facts given by me on application from 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 \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_