

**DIRECTORATE OF SECONDARY EDUCATION ODISHA,
BHUBANESWAR**

No. DSEO-OEACCT-BILL-0019-22 4837 //Dated 20.2.2025

ADVERTISEMENT

Applications are invited from eligible candidates for engagement of "Legal Retainer" in Directorate of Secondary Education on contract basis with consolidated remuneration of Rs. 25,000/- (Rupee Twenty-Five Thousand) only per Month in the prescribed format as at Annexure-I. This engagement shall be initially for a period of one year and may be extended on assessment of performance. Their details of engagement viz-eligibility criteria, emoluments, job chart, qualification terms and conditions available in Establishment Section of this Directorate.

The last date for receipt of application is **13.3.2025** (by 5.30 PM)

Application along with copies of supporting documents viz education qualification, experience etc may be sent to the Director, Secondary Education, Odisha, Bhubaneswar by **Registered Post / Speed Post** only. Applications received after cut-off date may not be considered. The outer envelope must be marked as "**Application for the post of Legal Retainer**".

Advertisement for Legal Retainer


1	Name of Post	Legal Retainer
2	Qualification & Desirable	Bachelor's Degree in LAW and above. Minimum 10 (Ten) Years experience at Bar dealing with Education related cases.
3	Age	The age of the applicant should not be less than 35 years as on 1.1.2025.
4	Retainer fees (Consolidated)	Rs. 25,000/- (Rupees Twenty Five Thousands) only Per month (Including all).
5	Duties and responsibilities	<ol style="list-style-type: none">1. He / She will be engaged as a Legal Retainer2. He / She will examine the draft Para wise comments / Counters / Rejoinders / Compliance Affidavit / Show cause Affidavit etc. as the case may be before onward transmission to the Govt Advocate Office.3. He / She will keep track of the development / status of cases in different courts and bring notice to the Director.4. He / She will provide Legal advice with regards Orders / Judgements of High Court / Other Courts.5. He / She will not disclose Official secrets in any manner & maintain absolute integrity.

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6	Other terms & Conditions	1. The tenure of engagement is initially for a period of 1 (one) year. 2. The engagement can be terminated at any time even before completion of one year after serving one month notice by either side.
7	Mode of Selection	Applications received in response to the advertisement will be scrutinized and shortlisted candidates will be called for personal interaction and documents verification.

The desired candidates may submit their application in the Annexure-I to the Director, Secondary Education, Odisha, 6th Floor, HOD Building, Bhubaneswar-751001 through Speed Post / Registered Post, which should reach on or before **13.3.2025 (by 5.30 PM)**.

The undersigned reserves right to reject any / all applications, if required.


Director 90/2/25
Secondary Education

APPLICATION FOR THE POST OF LEGAL RETAINER IN THE DIRECTORATE OF
SECONDARY EDUCATION, ODISHA, BHUBANESWAR

Space for Photo

1. Name of the Applicant :
2. Address with contact Number :
3. Email-Id :
4. Date of Birth :
5. Age as on 01.01.2025 :
6. Educational Qualification
Name of the College :

Affiliated with University :

Duration of the Course (3/5 years)
Percentage of Marks secured :
Year of Passing :
Enrolment No. :
Experience (in brief) :

7. Copies of supporting documents like Educational Qualification's, Experience, Bar Council Certificate.

Declaration:

This is to certify that the above information given above by me are true to the best of my knowledge and I understand that if any part of it is found false my application may be cancelled forthwith.

Dated

Full Signature of the Applicant