

**ADVERTISEMENT FOR ENGAGEMENT OF LEGAL RETAINER IN THE
OFFICE OF DISTRICT EDUCATION OFFICER CUM DPC,SS, KENDRAPARA**

No: 3968/m Date: 19.05.2025

Applications are invited from the interested practicing advocates for engagement of Legal Retainer in the office of the District Education Officer cum DPC, SS, Kendrapara for handling of pending court cases. The applicants should submit their applications along with certificates and supporting documents in favour of their qualification (General/ Professional/Computer) and experience if any before the District Education Officer cum DPC, SS, Kendrapara latest by 4.00 PM on 28.05.2025

Eligibility criteria

The Legal Retainer shall be a practicing advocate (Preferably on Educational matter) of this District with a minimum experience of 08 years

Mode of Selection

- The selection for engagement of Legal retainer will be made by a District Level Committee under the Chairmanship of District Education Officer.
- The Committee shall inter alia consider the experience and reputation of the Advocate.
- A panel of three names will be prepared.
- After selection the advocate concerned shall be requested to convey his willingness and will be offered engagement order as per terms and conditions laid down in SME notification vide letter no.11727, Dt.25.05.2018.

Remuneration

The legal retainer fee of the retainer is Rs. 20000/- per month.

Duties and responsibilities

- The legal retainer will provide all support and advice/ assistance to the DEO-cum-DPC,SS, Kendrapara/DEOs/ BEOs as and when required.
- Counter/ Replies/ Rejoinder in cases and compliance affidavits will be drafted by the legal retainer on priority basis.
- Necessary legal advice will be rendered to the DEOs/ BEOs whenever necessary. No separate payment shall be made for rendering legal opinion/advice.
- The legal retainer must have to attend the office of DEO-cum-DPC, SS, Kendrapara atleast 4 days in a week.
- The legal retainer must have to attend weekly legal review meeting and to make necessary compliance thereof in time.

Last date for submission of application is 28.05.2025 at 4.00 PM.

-Sd-

**District Education Officer-cum-DPC
Kendrapara**

Copy to Notice Board of this Office/Collectorate/ Bar Association, Kendrapara
Court/ Pattamundai court and Kendrapara District Official website.

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**District Education Officer-cum-DPC
Kendrapara**