

OFFICE OF THE COMMISSIONER OF ENDOWMENTS: ODISHA:
BHUBANESWAR.

Order No. 5366 / E-I-509/2025 Date 12.06.2025

ADVERTISEMENT

Applications are invited from eligible candidates for engagement of “Assistant Law Officer/ Legal Consultant” in the office of the Commissioner of Endowments, Odisha, Bhubaneswar on contractual basis with remuneration as per Para-2 of F.DOM No.12178/F dated 21.04.2023. This engagement shall be initially for a period of one year, renewable annually up-to three years depending upon assessment of performance. The details of engagement viz. Eligibility, criteria, emoluments, job chart, qualification, terms and condition, number of post etc. are available in official website of the Commissioner of Endowments assigned at (<http://hinduendowments.odisha.gov.in>). The applications shall be submitted to the O/o the Commissioner of Endowments, Odisha, Bhubaneswar through Registered Post/Speed Post/Courier Service on or before **30.06.2025 by 5.30 P.M.** The applications received after the due date and time shall not be taken into consideration.

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

By order of Commissioner

Sd/-(Sri Dillip Kumar Satpathy),
12.06.2025

Deputy Commissioner of Endowments,
Odisha, Bhubaneswar

**DETAIL ADVERTISEMENT FOR ASSISTANT LAW OFFICER/
LEGAL CONSULTANT**

Applications in the prescribed Proforma (as per Annexure-I to the advertisement) are invited from the eligible candidates for filing up of two posts of Assistant Law Officer/Legal Consultant in Office of the Commissioner of Endowments, Odisha, Bhubaneswar as per the details given below.

1.	Name of the Post:	Assistant Law Officer/Legal Consultant
2.	Qualification and Experience :	(i) Bachelor's Degree in Law (ii) Minimum 10 years' experience at Bar dealing with Civil, Criminal Cases and Service matter. A candidate has to produce experience certificate from the District Judge of the concerned district.
3.	Age :	The age of the applicant should not be less than 40 years and more than 60 years of age as on the last date of receipt of application i.e. 30.06.2025.
4.	Consulting Charges :	The candidates who are engaged as Assistant Law Officer/Legal Consultant will be paid consultancy charges of Rs.60,000/- (Rupees Sixty 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 Consultant is required to travel outside Bhubaneswar for appearing before Hon'ble High Court/Tribunal/ other Courts relating to legal issues/cases.
5.	Duties and Responsibilities :	(i) He shall be engaged as Assistant Law Officer/Legal Consultant to work in O/o the Commissioner of Endowments, Odisha, Bhubaneswar. (ii) He or his empanelled Juniors, as the case may be, shall not accept or handle any brief/case against the State Government in Office Commissioner of Endowments, Odisha, Bhubaneswar. (iii) He will examine pleadings of the Opposite Party/Petitioner and prepare the draft Para wise comments, the draft plaint/application/petition/reply to Lawyers notice etc. as the case may be before onward submission of the same to Govt. Advocate office where the Office Commissioner of Endowments, Odisha, Bhubaneswar is a party in any case. (iv) He will keep track of the development/status of cases in different courts.

		<p>(v) He will assist the Branch Officer in discussion with Govt. Advocate/Counsel to finalize the PWC/ Writ/Appeal/Rejoinder/Show cause reply/Affidavit to be filed as and where necessary.</p> <p>(vi) In Contempt cases and date line and urgent/important cases where the Commissioner of Endowments, Odisha, Bhubaneswar is to take action or file show cause, he shall keep track of such matters on priority basis to avoid passing of adverse order/comment by the court.</p> <p>(vii) In case of necessity he will move outside Bhubaneswar & Cuttack as and when instructed.</p> <p>(viii) He will monitor the submission of affidavits by different Govt. where Commissioner of Endowments, Odisha, Bhubaneswar is a pro-forma party and vet their affidavits wherever necessary.</p> <p>(ix) For timely action, if required he will cooperate the office in Holidays for urgent nature of the legal matter.</p> <p>(x) He will take the assistance of office and officials in case matters.</p> <p>(xi) In case matters, he will have inter- Departmental Coordination with the concerned officials of other offices, in case of necessity.</p> <p>(xii) He will assist in preparation of draft rules/ regulation/guidelines relating to Commissioner of Endowments, Odisha, Bhubaneswar on legal angles.</p> <p>(xiii) He will not disclose the official secrets in any manner and maintain absolute integrity.</p> <p>(xiv) He will be required to visit High Court/ Civil Courts and other quasi judiciary forum viz. like Information Commission/OHRC etc. when required by the Commissioner.</p> <p>(xv) He will also examine the orders/judgments of Supreme Court/High Courts/Civil Court etc. and advise further course of action/step to be taken relating to the matter.</p>
6.	Other terms and conditions :	<p>(i) The Assistant Law Officer/Legal Consultant having accepted the offer of engagement shall enter into a contract also having the confidentiality clause with Commissioner of Endowments, Odisha, Bhubaneswar, detailing the terms and conditions of engagement before being assigned any work.</p>

		<p>(ii) The tenure of such Consultant shall be for one year which may be renewed up to three years depending on their performance.</p> <p>(iii) Any breach of contract by the Assistant Law Officer/Legal Consultant shall be considered sufficient ground for termination of his engagement and may further debar him from future engagement by the Department.</p> <p>(iv) Canvassing in any forum will entail disqualification.</p>
7.	Mode of selection :	<p>Applications received in response to the advertisement shall be scrutinized and the application found without signature and incomplete in respect of age, qualification and experience shall be summarily rejected. The valid applicants /candidates shall have to appear for a written test and interview, total marks 60, the date and time of which shall be intimated through post. The written test on drafting (Civil matters), consisting of 30 marks time 60 minutes and interview 30 marks. A candidate has to secure minimum 15 marks in the written test to qualify for the interview.</p>
8.	How to apply :	<p>The desired candidates may submit their application in the format given at Annexure-I along with attested photo copies of supporting documents, viz., Educational qualification in support of age, experience, Bar Council Certificate and a self addressed envelope affixing requisite postage stamp for ordinary post addressing to the Commissioner of Endowments, Odisha, Bhubaneswar, At/PO-B.J.B Nagar, Bhubaneswar, PIN-751014 through Speed Post/Regd. Post/ Courier only, which should reach in the office of the Commissioner of Endowments, Odisha, Bhubaneswar, during the office hour on or before 30.06.2025. Application received after the scheduled date and incomplete applications are liable to be summarily rejected.</p>

Sd/- Lalatendu Jena

11.06.2025

Commissioner of Endowments,
Odisha, Bhubaneswar

Annexure-I
Application for the post of Assistant Law Officer/Legal Consultant
Office of the Commissioner of Endowments, Odisha, Bhubaneswar

Affix recent
passport size
photograph

1.	Name of the applicant	
2.	Address	
3.	Mobile Number	
4.	Email ID	
5.	Date of Birth	
6.	Age as on 30.06.2025	
7.	Educational Qualification	
	(i) Name of the College	
	(ii) Affiliated with University	
	(iii) Nature of Course 3/5 yrs	
	(iv) Percentage	
	(v) Year of passing	
	(vi) Experience (Specify in brief)	

Declaration:

This is to certify that facts given by me on application form 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.

Date_____

Signature of the Applicant

* N.B. (Application along with attested photo copies of supporting documents, viz., Educational qualification in support of age, experience, Bar Council Certificate, and a self addressed envelope affixing requisite postage stamp for ordinary post shall be sent so as to reach office of the Commissioner of Endowments, Odisha, Bhubaneswar on or before 30.06.2025 by 5.30 P.M. Application shall be rejected in absence of documents mentioned above and signature after declaration.)