



Date: 16/04/2018
Ref No.: HR/2018/01

Employment Notification
For the Post of Legal Service Coordinator

The Legal Service Institute of CLAP invites applications from suitable candidates having Degree in Law (preferably LL.M Degree) and holding proper Bar Council Licence as an Advocate for the post of Legal Service Coordinator. The CLAP runs a permanent Legal Aid Clinic in it's headquarter to render Legal Service. The Legal Service Coordinator Shall be appointed to coordinate activities of the permanent Legal Service Clinic.

The incumbent shall be responsible to coordinate the Following Activities:

1. Prepare Representation.
2. Identify and refer cases to Law enforcement machinery.
3. Prepare application on human rights issues for submission to human right institution.
4. Coordinate with lawyer for conducting cases supported by CLAP in the court of Law.

The position carries a Consolidated salary of Rupees 25,000/- Per Month. The Selected candidate shall have to be present in the office at Cuttack before 10.00 am until 5.30 pm on every working day unless otherwise required. The service will be governed as per Personnel Manual of CLAP. Initially the selected person shall be engaged until 31st July 2018. It will be renewed after successful completion of initial probation period.

Candidates are requested to submit their application in plain paper with bio- data by 26th April 2018 to info@clapindia.org or in the following address:

CLAP Legal Service Institute,
Bimala Devi Memorial Building,
Plot No -367, Sec -6, Markat Nagar,
Cuttack - 753014, Odisha.

Short listed candidates shall be called for an interview in the last week of April, 2018 and selected candidate shall have to join his/her duty with immediate effect from 1st May, 2018.

Mousumi Rout
Management Executive
CLAP Legal Service Institute