

DISTRICT EDUCATION OFFICE, BALASORE.

At/PO/Dist- Balasore, Odisha, Pin-756001, e-mail: deobalasore02@gmail.com

NOTICE.

No.

13331

Dt. 04.11.2025

ADVERTISEMENT FOR ENGAGEMENT OF LEGAL RETAINER IN THE OFFICE OF DISTRICT EDUCATION OFFICER-CUM-DPC, SS, BALASORE.

Pursuant to the Letter No.11727/ SME Dt. 25.08.2018 of Govt. in School & Mass Education, Department, Odisha, Bhubaneswar, fresh applications are invited from the interested Legal practitioners of the District for engagement as Legal Retainer in the office of the District Education Officer-cum-DPC, SS, Balasore for handling of pending court cases. The details are mentioned below :

SELECTION CRITERIA:

1. The Legal Retainer shall be a practicing advocate of the District with a minimum experience of 08 years.
2. While Selecting the Advocate for engagement as Legal Retainer, the Committee shall inter alia consider the experience and reputation of the Advocate.
3. After selection the Advocate concerned shall be requested to convey his willingness to accept the offer.
4. After acceptance of the offer the engagement order shall be issued by the District Education Officer, Balasore. The engagement shall be initially for a period of one year and the same may be extended by the District Education Officer, Balasore subject to satisfactory performance.
5. The engagement can be terminated at any time even before completion of one year after serving one month notice by either side

Duties and responsibilities of Legal retainer:

- i) The legal retainer will provide all support and advice/ assistance to the District Education Officer-cum-DPC, SS, Balasore/ BEOs as well as the section heads of the office in Court Case matters as and when required.
- ii) Counters / replies/ rejoinders and compliance affidavits in Court Cases will be drafted by the legal retainer on priority basis.
- iii) Necessary legal advice will be rendered to the DEO/ BEOs whenever necessary. No separate payment shall be made for rendering legal opinion / advice.
- iii) The Court Case matters shall be attended to on priority basis.
- iv) The legal retainer must have to attend the office of the DEO-cum-DPC, SS, Balasore at least 4 days in a week and also on other days as and when required by the office.
- v) The legal retainer must have to attend the Legal Review Meeting of the Department and make necessary compliance thereof in time.

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Monthly remuneration of legal retainer :-

The selected legal retainer will be paid a consolidated remuneration @ Rs.20,000/- per month.

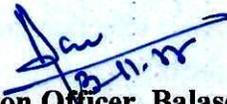
Last Date of Receiving of application : 13.11.2025

The application / Resume duly filed in along with self attested photo copies of all supporting documents in respect of their Educational/ professional/ Computer qualification and experience if any shall be submitted through Registered post / Speed Post to the District Education Officer, Balasore, At/ Po/Dist- Balasore, Pin-756001 on or before 13.11.2025 by 5.30 P.M.


District Education Officer, Balasore.

Memo No. 13332 Dt. 04.11.2025

Copy forwarded to the Manager, E-governance, CMGI, Balasore for information with request to publish the above notice in the District Website of Balasore District for wide circulation of the Advertisement.


District Education Officer, Balasore.

Memo No. 13333 Dt. 04.11.2025

Copy forwarded to All Block Education Officers of Balasore district for information and necessary action. They are requested to display this notice on the Notice Board of their offices for wide circulation of the Notice.


District Education Officer, Balasore.

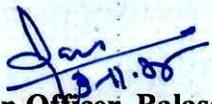
Memo No. 13334 Dt. 04.11.2025

Copy to Notice Board of this office/ Notice Board of Bar Association, Balasore for wide circulation of the Notice.


District Education Officer, Balasore.

Memo No. 13335 Dt. 04.11.2025

Copy submitted to the Director, Secondary Education, Odisha, Bhubaneswar/ Addl. Secretary to Govt., School & Mass Education Department, Odisha, Bhubaneswar for favour of kind information.


District Education Officer, Balasore.