



PROJECT 39A  
EQUAL JUSTICE  
EQUAL OPPORTUNITY



**NATIONAL LAW UNIVERSITY DELHI  
PROJECT 39-A  
(FAIR TRIAL FELLOWSHIP PROGRAMME)**

June 07, 2019

**Call for 'Walk in Interview' Office Assistant**

**Position:** The National Law University, Delhi ('University') is seeking to engage two 'Office Attendant/Office Assistant' on a contractual basis for Nagpur and Pune locations (one position at each location) for the 'Fair Trial Fellowship Programme' ('FTF') supported by a grant from Azim Premji Philanthropic Initiatives Private Limited. The period of engagement will be for one year and any extension will be subject to the needs of the Programme and availability of funds.

**About the programme:** The Fair Trial Fellowship is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Fellowship will train and mentor a group of young professionals to work in collaboration with the State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The Fellowship is being currently rolled out for work in Nagpur and Pune Central prisons. The twin goals of the programme are to reduce the undertrial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there will be a research as well as a litigation component to the programme. The programme will have offices in Pune and Nagpur. The programme staff will comprise two Legal Strategy Co-ordinators, 20 Legal Fellows and 10 Social Work Fellows and the admin staffs.

**Number of Positions and Location: Two (One position each in Pune and Nagpur)**

**Responsibilities:** The envisaged role for this position involves supporting day to day activities in the said offices including handling of petty cash payments and miscellaneous purchases for the offices. The primary responsibilities for the posts are below are mentioned below for your reference.

- Support to ensure efficient functioning of the office.
- Supports all team members through a variety of tasks related to organization and communication.
- Perform various basic administrative duties, such as supervising housekeeping, greeting office visitors, handling and delivery of office documents, miscellaneous purchases etc.
- Supporting and coordinating with Finance and Admin & Assistant for smooth office operations like dispatching and receiving couriers, arrangements for meetings and events and cash management.
- Disseminating information through telephone, websites, mail services, and e-mail.
- Maintaining records of housekeeping, stationery, supplies of office.

**Qualifications:**

- A. Minimum Senior Secondary School (12<sup>th</sup> Standard) passed from recognised board of school of India. Bachelor degree (graduation) of any discipline would be preferable.

- B. Speaking, Reading and Writing of Marathi and understanding Hindi are must. Knowledge of basic English would be preferable.
- C. Basic knowledge of computer would be additional advantage.
- D. Local candidate from Nagpur and Pune are requested to come for 'Walk In Interview' on below mentioned date at the venue.

*The above qualifications may be relaxed in exceptional circumstances*

**Compensation:** The maximum monthly remuneration would be INR 10,000/- per person.

**Walk In Interview:** Interested candidates are requested to 'Walk In Interview' as below mention details. The candidates are requested to carry the copy of their CV/resume (two copies), Pan Card, Identity Proof (Aadhar Card/ Voter Id) and the highest educational certificate.

- **For Nagpur Location:** Date - **June 13, 2019 (Thursday)**, Time – **10.00 AM**  
**Venue-** Fair Trial Fellowship Programme, Project 39A, NLUD, G2, Gomti Apartment, Law College Square, Dharampeth, Nagpur, Maharashtra – 440010, India, Phone :- 0712-2971465.
- **For Pune Location:** Date- **June 17, 2019 (Monday)** Time- **11.00 AM**  
**Venue-** Fair Trial Fellowship Programme, Project 39A, NLUD, 11, Thube Park, (2nd Floor), 9 Tupe Residency, Pune, Maharashtra 411005, India, Phone: - 020-46706516.

**Note:**

1. National Law University, Delhi is an equal opportunity employer.
2. Project 39-A ensures access to legal representation for prisoners regardless of the offence.
3. National Law University, Delhi reserves the right to conduct interviews and not fill these positions.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. These positions shall be paid under the grant received under Azim Premji Philanthropic Initiatives and Lal Family Foundation.

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