



PROJECT 39A  
EQUAL JUSTICE  
EQUAL OPPORTUNITY



**Fair Trial  
Fellowship**

**NATIONAL LAW UNIVERSITY DELHI  
PROJECT 39-A**

**June 22, 2022**

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

**Position:** The National Law University, Delhi ('University') is seeking to engage one 'Office Attendant/Office Assistant' on a contractual basis for Nagpur location for the 'Fair Trial Fellowship Programme' supported by a grant from Azim Premji Foundation. 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 ('the 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 rolled out for work in Nagpur and Pune Central prisons. The twin goals of the programme are to reduce the under trial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there is a research as well as a litigation component to the programme. The programme has its offices at Pune and Nagpur.

**Number of Position and Location: One position in Nagpur**

**Responsibilities:** The envisaged role for this position involves supporting day to day activities in the office including handling of petty cash payments and miscellaneous purchases for the office. The primary responsibilities for the post 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.
- Any other work that may be necessary as part of the programme's activities.

## **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 computers would be an additional advantage.
- D. Local candidates from Nagpur are requested to come for 'Walk in Interview' on the below mentioned date at the venue.

*The above qualifications may be relaxed in exceptional circumstances*

**Compensation:** The maximum monthly remuneration would be INR 15,000/- per person.

**Walk in Interview:** Interested candidates are requested to attend the 'Walk in Interview' as per the details mentioned below. 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- July 06, 2022 Time- 11.00 a.m**  
**Venue-** Fair Trial Fellowship Programme, Project 39A, NLUD, G2, Gomti Apartment, Law College Square, Dharampeth, Nagpur, Maharashtra 440010, India, Phone: - 0712-2971465.

## **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 or vary the number of positions vacant for this call.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. This is not an advertisement for regular government employment.
6. National Law University, Delhi reserves the right to conduct additional rounds of interviews or written tests.
7. This position shall be paid under the grant received under Azim Premji Philanthropic Initiatives.
8. For any query, please contact at 0712-2971465 or via e-mail at [p39a@nludelhi.ac.in](mailto:p39a@nludelhi.ac.in).

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