



PROJECT 39A
EQUAL JUSTICE
EQUAL OPPORTUNITY



Fair Trial
Fellowship

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

Date- May 20, 2019

CALL FOR APPLICATIONS: DATA ENTRY OPERATOR

Position: The National Law University, Delhi ('University') is seeking to engage two Data Entry Operator 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.

Number of Positions and Location: One position each in Nagpur and Pune

Responsibilities:

This is a full time paid position based in Nagpur and Pune. Selected candidates will be expected to reside within the municipal limits of the city of their posting. The responsibilities of the Data Entry Operator will include:

- A. Error free entry and management of programme data in computer systems, online platforms and MIS Software systems.

- B. Organizing and cleaning up of programme data as per instructions of the Programme Director and the Legal Strategy Co-ordinators
- C. Co-ordination with all FTF team members for ensuring timely maintenance of programme data and providing support to the Programme staff for maintenance updation and filing of all data management documents.
- D. Migration of data from computer servers to online/ software database and platforms and vice –versa.
- E. Generating data based reports as per need of FTF staff and providing support in extraction of data.
- F. Assist in compilation and preparation of briefing and presentation materials, reports, background information and documentation for meetings.
- G. Any other work that may be necessary as part of the programme’s activities.

Qualifications:

- A. Bachelor degree (graduation) alongwith computer certification like MS-CIT.
- B. 2 years of experience in data entry role in any program
- C. Knowledge of English and Marathi typing and command over use of spreadsheet, word and database.
- D. Proficiency in working on softwares like MS Office and use of online platforms like Dropbox, Google Calendar, Google Docs, Google Sheets etc. is expected. Familiarity of working on SPSS and MIS systems is desirable

The above qualifications may be relaxed in exceptional circumstances

Compensation: Remuneration will be fixed salary range of INR. 10,000/- 15,000/- per month.

Application Process: Interested persons may send their resume and a covering letter explaining their interest in working on this programme. The covering letter must not exceed 500 words. Shortlisted candidates will be called for the selection process which may be held in Pune/Nagpur/Mumbai. Intimation regarding dates and venue of selection rounds will be given to the shortlisted candidates by email.

Email: Interested persons must send their resume and statement of purpose (SOP) to p39arecruitment@nludelhi.ac.in and the subject of the e-mail should be ‘**Job Application**

for Data Entry Operator, [mention your location]-Fair Trial Fellowship Programme’.
Any additional clarifications may be sought on phone (Contact Number- +91-8586814458).

Deadline: All applications must reach by midnight of **June 03 2019** after which the applications will not be accepted. Shortlisted candidates will be informed via e-mail.

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.
