



**DISTRICT EDUCATION OFFICE : MALKANGIRI**  
Phone : 06861-295181, Email : deomalkangiri21@gmail.com



**\*NOTIFICATION\***

No. 4412 / Dated 01/09/25

Applications are invited from deserving candidates for the post of Legal Retainer in the District Education Office, Malkangiri to provide all support and assistance to the District Education Officer, Malkangiri, District Project Coordinator, SS, Malkangiri and All Block Education Officers of this district as and when required on the following terms and conditions.

1. **Eligibility :** Legal Retainer shall be a practicing advocate of the District with a minimum experience of 08 years.
2. **Retainer Fee : Rs. 15000/- P.M.**
3. **Duties and Responsibility :**
  - a. The Legal Retainer will provide all support and advice / assistance to the Directors / DEOs / BEOs / DPCs as and when required.
  - b. Counters / Replies / Rejoinders in cases and compliance affidavits will be drafted / vetted by the legal retainer.
  - c. Necessary legal advice will be rendered to the Directors / DEOs / BEOs wherever necessary. No separate payment shall be made for rendering legal opinion / advice.
  - d. A room will be earmarked for the legal retainer in the office of the District Education Officer, Malkangiri. The legal retainer at their convenience will make themselves available in the office of the DEO for the above work.
  - e. The case matters shall be attended to on priority basis.
  - f. Any other legal assignment as given by DEO.
4. **Last Date of Application : 15.09.2025**

Application form can be downloaded from the District website ([www.malkangiri.odisha.gov.in](http://www.malkangiri.odisha.gov.in)) . Interested candidates fulfilling the eligibility criteria may apply by Register Post / Speed Post to the District Education Officer, Malkangiri (Beside CT & GST Office), Po/ Dist- Malkangiri, Pin- 764045 within stipulated date i.e. 15.09.2025. The incomplete application forms and forms received after due date shall summerily rejected. The District Education Officer, Malkangiri reserves the right to cancel any or all of the applications without assigning any reason thereof.

District Education Officer,  
Malkangiri



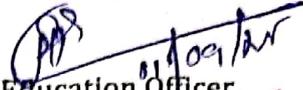


# DISTRICT EDUCATION OFFICE : MALKANGIRI

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Memo No. 4413/1 Dated. 01/09/25  
Copy to the District e-Governance Officer, Malkangiri for information and necessary action. He is requested to webhost the above notice for a period of 15 days for wide publication.

  
District Education Officer,  
Malkangiri 12/09/25

Memo No. 4414/1 Dated. 01/09/25  
Copy to all District Level Officers of this district for information and necessary action. They are requested to display the above notice in their notice board for wide circulation.

  
District Education Officer,  
Malkangiri 12/09/25

Memo No. 4415/1 Dated. 01/09/25  
Copy to the President / Secretary, District BAR Association, Malkangiri all District Level Officers of this district for information and necessary action.

  
District Education Officer,  
Malkangiri 12/09/25

Memo No. 4416/1 Dated. 01/09/25  
Copy to the Registrar, Civil Courts, Malkangiri for information and necessary action. He is requested to display the above notice in their notice board for wide circulation.

  
District Education Officer,  
Malkangiri 12/09/25

Memo No. 4417/1 Dated. 01/09/25  
Copy submitted to the Collector & District Magistrate, Malkangiri for favour of kind information and necessary action.

  
District Education Officer,  
Malkangiri 12/09/25

Memo No. 4418/1 Dated. 01/09/25  
Copy submitted to the Director, Secondary Education, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
District Education Officer,  
Malkangiri 12/09/25

# APPLICATION FORM FOR THE POST OF LEGAL RETAINER IN DISTRICT EDUCATION OFFICE, MALKANGIRI

Attach Passport  
Size Photograph

Fill the application form in block letters.

1. Name of the applicant ( in block letters)

.....  
First Name                      Middle Name                      Last name

2. Father's / Husband Name: .....

3. (a) Present Address:- House/Plot No. ....

Pada/Habitation Name: ..... Name of Revenue Village:.....

Name of GP:..... Name of Police Station:.....

Name of District:..... Pincode No:.....

(b) Present Address:- House/Plot No. ....

Pada/Habitation Name: ..... Name of Revenue Village:.....

Name of GP:..... Name of Police Station:.....

Name of District:..... Pincode No:.....

4. Date of Birth: In Figures :




(DD/MM/YYYY)

In words:.....

Age as on the date of advertisement ..... Years..... Months.....Days.....

5. Aadhar Card No.:.....

6. Education Qualifications :

Sl No.	Exam Passed	Board/Univeristy	Year of Passing	Full Marks	Marks Obtained	Percentage
1	HSC					
2	Intermediate/ +2					
3	Graduation					
4	LLB					
5	LLM					
6	Other Qualification					

✓



7. Contact No. : ..... , Email ID: .....

8. Copy of Certificates enclosed ( self attested) (please tick the certificate which is enclosed)

- i) HSC Certificate and Mark Sheet.
- ii) +2 Certificate and Mark Sheet.
- iii) Bachelor Degree Certificate and Mark Sheet.
- iv) LLB/LLM Certificate and Mark Sheet.
- v) Experience Certificate
- vi) Other Qualification If any.

**Declaration:**

1. I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms & conditions of recruitment and agree to abide.
2. The above information furnished by me is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false then my candidature shall be cancelled /rejected without assigning any reason thereof.
3. Legal complicity arises if any regarding this matter, this shall be limited to the jurisdiction of the SDJM, Malkangiri and the decision of the SDJM, Malkangiri shall be final.

Date: .....

Place: .....

**Signature of the Applicant**

