

For University website

CALL FOR APPLICATIONS

Project: Legal Aid & Rehabilitation Initiatives for Undertrial Prisoners in the District Prison, Lucknow

Supported by: Azim Premji Foundation

Location: Lucknow, Uttar Pradesh

Implementing University: Dr. RML National Law University, Lucknow

Applications are invited from committed and eligible professionals for the following part-time and contractual positions/fellowships under the "Legal Aid & Rehabilitation Initiative for Undertrial Prisoners" at the District Prison, Lucknow. The project aims to secure access to justice and provide holistic rehabilitation support to poor and needy undertrial prisoners.

1. POSITION: LEGAL FELLOW (THREE POSITIONS)

(A) Role & Responsibilities:

(i) Provide pro bono legal aid to undertrial prisoners in the District Prison, Lucknow.

(ii) Draft, file, and argue a specified number of bail petitions and other applications before the competent criminal courts in Lucknow District and the Lucknow Bench of the Allahabad High Court.

(iii) Offer legal counsel and undertake all necessary legal work to facilitate the release of eligible undertrial prisoners.

(iv) Maintain detailed case records and coordinate with the Social Work Fellows.

(v) Report to the Project Coordinator and Project Director.

(B) Essential Qualifications & Experience:

(i) A duly qualified practising advocate enrolled with the Bar Council of Uttar Pradesh.

(ii) Minimum of three years' active experience in legal practice.

(iii) Must be eligible and possess the requisite certification to appear before the criminal courts in Lucknow District and the Lucknow Bench of the Allahabad High Court.

(C) Desirable:

(i) Prior experience in providing free legal aid/pro bono services.

(ii) Familiarity with criminal law and prison visitation procedures.

(D) Age Limit: Must be below 45 years as on January 1, 2026.

(E) Fellowship & Allowances:

- (i) A consolidated fellowship of Rs. 40,000/- per month.
- (ii) Incumbents are allowed to continue their independent legal practice.
- (iii) Reimbursement for case filing charges and local travel for prison visits on an actual expenditure basis, subject to a specified maximum limit.

2. POSITION: SOCIAL WORK FELLOW (THREE POSITIONS)

(A) Role & Responsibilities:

- (i) Provide comprehensive rehabilitation and reintegration support to assigned undertrial prisoners, both before and after their release on bail.
- (ii) Conduct need assessments, develop individual care plans, and facilitate linkages with government schemes, vocational training, and community support systems.
- (iii) Work in close coordination with the Legal Fellows to provide psycho-social support and post-release follow-up.
- (iv) Undertake field visits and local travel as required for reintegrative measures.
- (v) Maintain detailed case files and report to the Project Coordinator and Project Director.

(B) Qualifications & Experience:

- (i) Post Graduate Degree in Social Work, Sociology, or any allied discipline from a recognized Indian University.
- (ii) Minimum of three years' hands-on experience working with a governmental or non-governmental organization engaging with economically marginalized sections of society.

(C) Age Limit: Must be below 45 years as on January 1, 2026.

(D) Fellowship & Allowances:

- (i) A consolidated fellowship of Rs. 40,000/- per month.
- (ii) Reimbursement for local travel undertaken for project work on an actual expenditure basis, subject to a specified maximum limit.

3. POSITION: PROJECT COORDINATOR - FULL-TIME (ONE POSITION)

(A) Role & Responsibilities:

- (i) Supervise, guide, and monitor the legal aid and social work initiatives of all Legal Fellows and Social Work Fellows.
- (ii) Act as the primary liaison with the District Legal Services Authority (DLSA), Lucknow, and the U.P. State Legal Services Authority (UPSLSA), Lucknow.

(iii) Ensure smooth project implementation, timely reporting, and adherence to project objectives.

(iv) Conduct regular reviews, coordinate team meetings, and manage administrative aspects of the project.

(v) Report directly to the Project Director.

(B) Essential Qualifications & Experience:

(i) A degree in Law (LL.B./LL.M.).

(ii) Minimum of seven years' experience in legal practice.

(iii) Must be eligible to appear before the criminal courts in Lucknow District and the Lucknow Bench of the Allahabad High Court.

(C) Desirable:

Prior experience of working in a legal aid project focused on women, children, or other marginalized sections.

(D) Age Limit: Must not be more than 55 years as on January 1, 2026.

Remuneration: A consolidated monthly remuneration of Rs. 75,000/- will be offered.

4. POSITION: OFFICE MANAGER CUM COURT CLERK - FULL-TIME (ONE POSITION)

(A) Role & Responsibilities:

(i) Manage project office work and coordinate with the Legal Fellows and Social Work Fellows in case filing etc.

(ii) Prepare reports to be sent to the funding agency and perform documentation work as and when required.

(iii) Coordinate the legal aid camps and legal aid workshops etc.

(v) Report directly to the Project Coordinator and Project Director.

(B) Essential Qualifications & Experience:

(i) A graduate degree from a recognized Indian University.

(ii) Minimum of one year experience in office management.

(iii) Proficiency in MS office/ Power Point and other office management software.

(C) Desirable:

A degree in law (B.A. LL.B./LL.B.) from a recognized Indian University. Prior experience of working in a lawyer's chamber as a court-clerk.

(D) Age Limit: Must not be more than 45 years as on January 1, 2026.

Remuneration: A consolidated monthly remuneration of Rs. 40,000/- will be offered.

GENERAL TERMS & CONDITIONS FOR ALL POSITIONS:

Tenure: The Legal Fellows/ Social Work Fellows and the Project Coordinator shall be engaged for an initial period of up to 11 months. The tenure may be extended for another one to two years based on mutual consent and a satisfactory performance assessment by the Project Director.

Reporting: All selected Fellows and the Coordinator will report to the Project Director.

APPLICATION PROCESS:

Interested candidates meeting the minimum qualifications and experience must email their latest Curriculum Vitae (CV) to: criminallawprojects@gmail.com.

Last date of application: The applications and CVs must be sent within seven days from the date of advertisement in the newspaper.

Subject Line: Please mention the Position Applied for in the subject line of the email (e.g., "Application for Legal Fellow").

Interview: Shortlisted candidates will be notified about the date, time, and place of interview separately through the University website. No separate call letters will be sent.

Documents: Candidates called for the interview must bring two complete sets of self-attested photocopies of all testimonials/certificates in support of their educational qualifications, experience, and age, along with the original documents for verification.

Travel: No Travel Allowance (T.A.) or Daily Allowance (D.A.) will be paid for attending the interview.

No request for relaxation in age/experience etc. shall be entertained and canvassing shall result in instant disqualification. The University reserves the right to not engage the fellows/project coordinator or engage them for a shorter duration.

-Project Director

