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Sri S. R. Pradhan  
Special Officer (Administration)

By e-MAIL

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20-5-17

**ORISSA HIGH COURT : CUTTACK**



No. 5365 (30)  
XXIX- 1/2016

Sri S. R. Pradhan,  
Special Officer (Administration).

The District & Sessions Judge (All).

Cuttack, dated, the 16<sup>th</sup> May, 2017.

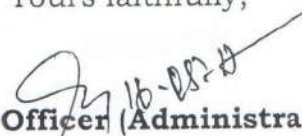
**SUB: Filling up of posts of 'Nyaya Mitra' in District Facilitation Centres.**

Sir,

I am directed to enclose herewith a copy of D.O. letter of the Joint Secretary to Govt. of India, Ministry of Law & Justice, Department of Justice, New Delhi along with enclosures on the above noted subject and request that the same may kindly be given wide publicity for information of eligible applicants.

Yours faithfully,

Encl. :- As Above

  
Special Officer (Administration)



सत्यमेव जयते

S.C. Bamma  
Joint Secretary  
Telefax: 011-23381496  
Email ID: js.ecourts-doj@gov.in

भारत सरकार  
विधि और न्याय मंत्रालय  
न्याय विभाग  
जैसलमेर हाउस, 26, मानसिंह रोड, नई दिल्ली-110011  
GOVERNMENT OF INDIA  
MINISTRY OF LAW AND JUSTICE  
DEPARTMENT OF JUSTICE  
Jaisalmer House, 26, Mansingh Road, New Delhi-110011

D.O. No. A2J/NEJK01/2013 Pt

Dated : 11-05-2017

Dear Shri Misra,

You may be aware that large number of cases pending in courts is a major challenge in the Access to Justice. All the stakeholders - the Government of India, the State Governments and the Judiciary have a shared responsibility to address this problem. Recently, the Hon'ble Chief Justice of India has appealed, in a letter addressed to all High Courts, to ensure expeditious disposal of such cases in a mission mode.

It has been decided by the Department of Justice (DoJ) to set up "227 district facilitation centres (DFCs)" in districts (including 27 districts of North Eastern states and the state of Jammu & Kashmir) where large number of such cases are pending. The DFC would be headed by a local retired judicial / executive officer with legal background to be hired by the DoJ and he would be designated as *Nyaya Mitra*. He will have considerable experience and understanding of judicial processes and resolving cases. The role of *Nyaya Mitra* will in no way impede the autonomy and independence of judiciary. Rather, he would play a consultative role in devising effective ways to reduce pendency and assist the litigants in need of legal aid.

You are, therefore, requested to advise interested eligible persons to apply for this new position online by visiting <http://www.nyayamitra.co.in>. The last date for online submission of application is 31<sup>st</sup> May, 2017. For any clarification the applicants may contact telephone nos. 011-23074401 and 23385332.

With regards,

Yours sincerely,

(S.C. Bamma)

Encls: (i). Application form  
(ii). Terms of reference

**Shri Akshay Kumar Misra,**  
Registrar General,  
Orissa High Court,  
Cuttack-753002.

तीव्र एवं गुणवत्ता से परिपूर्ण न्याय प्रदान करने वाली कुशल विधिक एवं न्यायिक प्रणाली  
कानून के शासन में लोगों का विश्वास सुदृढ़ करती है।  
An efficient legal and judicial system that delivers quick and quality justice  
reinforces the confidence of the people in the rule of law.

APPLICATION FORM FOR THE POSITION OF  
NYAYA MITRA

Please upload your  
latest photograph

1. Full Name of the Candidate: .....  
(in Capitals)  
.....
2. Date of Birth:       
Day Month Year
3. Gender: Write    
Male Female
4. Father's/Husband's Name: .....
5. Mailing Address (in block letters): .....  
.....  
..... Pin Code: .....
- Tel. No. : ..... Mobile: .....
- E.mail ID (if any): .....
6. Educational Qualifications : (Preference will be given to legal education) (Graduate and Post Graduate Only) \_\_\_\_\_  
\_\_\_\_\_
7. Copy of the official letter of superannuation and Pension Payment Order to be attached (Mandatory).
8. Identity proof – voter ID / Aadhar / Pension Card / Pan Card
9. Local Residence Proof : Passport / Electricity bill, Telephone bill, Aadhar / Gas Connection etc.

I hereby undertake that the information provided in the application form for the position of Nyaya Mitra is true to the best of my knowledge. I also agree that in case, any misrepresentation of facts / false statement is found, my application / engagement as Nyaya Mitra will be cancelled with immediate effect. Please click "submit" to submit your application.

Position : **Nyaya Mitra for District Facilitation Center**  
 Project : Access to Justice for Marginalized People  
 Organisation : Department of Justice, Ministry of Law and Justice  
 Duty Station : 227 selected districts.  
 Duration : Tentatively Ten months (Duration of engagement to be based on performance and need which is reviewed once in 3 months)  
 Type of Engagement : Temporary

Terms of Reference

S. No.	ELIGIBILITY CRITERIA AND CONDITIONS OF SERVICE	
1.	Eligibility	<ul style="list-style-type: none"> <li>• local resident</li> <li>• retired Judicial officer</li> <li>• retired Executive officer.</li> <li>• Minimum pay scale before retirement for judicial officers Rs. 43,690-Rs. 56,470</li> <li>• Minimum pay scale before retirement for Central &amp; State Officers Rs. 78,800 to Rs 1,09,100.</li> </ul>
2.	Experience:	<ul style="list-style-type: none"> <li>• Retired Judicial Officer/Executive preferably having legal background.</li> </ul>
3.	Functional Competencies	<ul style="list-style-type: none"> <li>• Proficiency in using basic computer applications, good communication skills, organizational &amp; interpersonal skills, ability to work independently to fulfil assigned tasks.</li> </ul>
4.	Language Requirements	<ul style="list-style-type: none"> <li>• Working knowledge of English and regional language including writing skills</li> </ul>
5.	Honorarium payable (lump sum)	X Class City : Rs. 40,000/- per month Y Class City : Rs. 35,000/- per month Z Class City : Rs. 30,000/- per month
6.	Travelling expenses for official work, mobile	Rs. 5,000/- per month on self-certification. No other allowances such as relocation expenses will be provided.
7.	Place of work	In local Common Service Centres.
8.	Working hours/days	10.00 a.m. to 5.00 p.m./ Monday to Saturday
9.	Leave allowed	2 <sup>1/2</sup> days p.m as per the information sent on email. Honorarium would be reduced pro-rata in case of absence from duty unauthorised leave.
10.	Personal staff/clerical assistance	Will not be provided.
11.	Maximum Age	70 years (May be relaxed for 2 years in special circumstances)
12.	Health	Should be sound.
13.	Criteria for Engagement	(i) Legal Education would be desirable (ii) Higher pay scale (iii) Higher basic pay (iv) Date of Birth (younger applicants would be preferred)

14.	Mode of Engagement	There would be no personal interview / personality test. Briefing / orientation would be conducted for those engaged for the position.
15.	Mode of Communication / Intimation	Intimation shall be made only by email / sms. Therefore, applicants are advised that their email ID should be active and regularly checked. It is further clarified that no communication would be sent by post or courier.

#### Duties and Responsibilities

The Nyaya Mitra has the overall responsibility for delivering on the following tasks:

1. The Nyaya Mitra shall assist the litigants who are suffering due to delay in investigations or trial, by actively identifying such cases through the National Judicial Data Grid. Their aim shall be to identify the bottlenecks due to which these cases are delayed. This shall be followed up with necessary action to ensure speedy disposal of pending cases.
2. The Nyaya Mitra will provide legal advice to litigants or connect them with panel lawyers (from the concerned District Legal Services Authority), CSC Tele law, government agencies and civil society organisations working for the marginalised people.
3. The Nyaya Mitra shall co-ordinate with the authorities from public utilities departments, district administration and law enforcement agencies wherever needed to effectively ensure speedy redressal of cases.
4. The Nyaya Mitra shall handle, in consultation with the DoJ, grievances received by the department (pertaining to his jurisdiction) from the public, PMO, President Secretariat among others.
5. The Nyaya Mitra shall refer the marginalised applicants to Lok Adalats for dispute resolution.
6. The Nyaya Mitra shall facilitate mediation for resolution of disputes between the litigants.

The Nyaya Mitra will not interfere with the court proceedings.

#### Places of work (Common Service Centres in the following districts)

##### Uttar Pradesh

- Allahabad, Jaunpur, Gorakhpur, Gonda, Lucknow, Pratapgarh, Deoria, Kanpur Nagar, Sultanpur, Azamgarh, Bahraich, Ghaziabad, Mau, Basti, Ghazipur, Sitapur, Faizabad, Ballia, Mirzapur, Bareilly, Muzaffarnagar, Agra, Bijnor, Siddharthnagar, Meerut, Kushinagar, Mathura, Badaun, Moradabad, Fatehpur, Varanasi, Farrukhabad, Raibareli, Maharajganj, Jhansi, Gautam Buddha Nagar, Aligarh, Sonbhadra, Hapur, Banda, Saharnpur, Ambedkar Nagar, Hathras, Lakhimpur, Unnao, Firozabad, Jalaun, Barabanki, Rampur, Kanpur Dehat, Bhadohi SR Nagar, Hardoi, Kaushambi, Auraiya, Haimpur, Etawah, Bulandshahr, Lalitpur, Balrampur, Baghpat, Etah, Kannauj, Pilbhit, Mainpur, Shravasti, Jyotiba Phule Nagar, Santkabir Nagar, Kanshi Ram Nagar.

##### Bihar

- Patna, Samastipur, Saran at Chapra, Purnea, Siwan, Gopalganj, Bettiah, Motihari, Buxar, Madhubani, Munger, Begusarai, Aurangabad, Rohtas Sasaram, Araria, Lakhisarai, Katihar, Kaimur at Bhabhua, Supaul, Darbhanga, Khagaria, Nawada, Banka, Saharsa, Jamui, Nalanda, Madhepura, Bhagalpur, Kishanganj and Sheikhpura.

**Maharashtra**

- Mumbai CMM Courts, Thane, Pune, Nagpur, Nashik, Solapur, Raigad, Ahmednagar, Mumbai City Civil Court, Akola, Satara, Aurangabad, Nanded, Kolhapur, Beed, Mumbai Small Causes Court, Jalgaon, Yavatmal, Sangli, Latur, Amravati, Chandrapur, Maharashtra Industrial and Lab, Buldhana, Maha State Cooperative Appellate, Osmanabad.

**Gujarat**

- Ahmedabad, Vadodara, Surat, Rajkot, Bhavnagar, Jamnagar, Panchmahal at Godhra, Anand, Gandhinagar, Kachchh at Bhuj, Valsad, Banaskanth at Palanpur, Mahesana, Aravalli at Modasa, Gir Somnath at Verabal, Kheda at Nadiad, Dahod, Bharuch, Devbhumi Dwarka at Khambhaliya, Junagadh, Chhota Udepur, Amreli, Surendranagar, Sabarkantha at Himmatnagar, Morbi, Patan, Navsari, Porbandar, Narmada, Tapi.

**Orissa**

- Khurda, Cuttack, Sundargarh, Anugul, Balasore, Puri, Ganjam, Mayurbhanj, Jagatsinghpur, Jajpur, Bhadrak, Nabarangpur, Sambalpur, Bargarh, Koraput, Keonjhar, Kendrapada, Jharsuguda, Dhenkanal, Balangir, Rayagada, Kandhamal, Nayagarh, Kalahandi.

**Rajasthan**

- Jaipur Metro, Kota, Alwar, Bharatpur, Jodhpur Metro, Ganganagar, Bikaner, Ajmer, Jhunjhunu, Udaipur, Jaipur District, Dholpur, Jodhpur District, Tonk, Hanumangarh, Pali, Sikar, Bhilwara, Chittorgarh, Jalore.

**West Bengal**

- South Twenty Four Praganas, Calcutta, North Twenty Four Parganas, Murshidabad, Howrah, Hoogly, Burdwan, Burba Medinipur, Nadia, Purulia, Darjeeling, Birbhum, North Dinajpur, Paschim Medinipur, South Dinajpur, Coochbehar, Bankura, Malda.

**North East and Jammu and Kashmir**

- Assam (Barpeta, Cachar, Darrang, Dhubri, Dibrugarh, Goalpara, Hailakhandi, Jorhat, Kamrup Metro, Lakhimpur, Morigaon, Nagaon, Nalbari, Sivasagar, Sonitpur, Tinsukia, Golaphat), J&K (Srinagar, Jammu and Udhampur), Tripura (West Tripura), Meghalaya (East Khasi), Manipur (Imphal West), Nagaland (Dimapur), Arunachal Pradesh (Itanagar), Sikkim (Gangtok) and Mizoram (Aizwal).

I hereby undertake that I am agreeable to the terms and conditions of engagement as Nyaya Mitra available in <http://www.nyayamitra.co.in/>

Please tick in the box if you agree.

To apply click on <http://www.nyayamitra.co.in/>