



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha
Tel: (0674) 2560166/2560126, E-mail: smmu.olm@gmail.com



EOI No:1413

Date:11.12.2025

File No: OLM-ADMIN-MISC-0006-2025

Request for Expression of Interest

1. The Odisha Livelihoods Mission under Department of Mission Shakti now invites eligible Consultant to indicate their interest in providing the service of **Legal Consultant**.
2. Interested Consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services in the prescribed format at Annexure-I (ToR).
3. Further information can be obtained at the address below during office hours i.e. 10.00 to 17.30 hours and the details ToR can be seen and downloaded in website <https://missionshakti.odisha.gov.in/>
4. In case of any Addendum/Clarification/Corrigendum/Extension regarding this EOI, the same will be published in the above websites only.
5. Expressions of interest in sealed envelope Superscribed as “**Expression of Interest for Individual Legal Consultant**” must be delivered in a written form to the State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-VIII, Bhubaneswar, 751012, (post/courier) latest by Dt.**01/01/2026,5.30 pm**.
6. Authority reserves the right to accept or reject any application, and to cancel the procurement process and reject all application, at any time prior to the selection, without assigning any reason thereof.

Contact Person: Shri Rabi Prasad Mishra, Dy CEO (Admin & Procurement), OLM
Contact No:9937462008

Sd/-

**State Mission Director
Odisha Livelihoods Mission**

Memo No:1414 Date:11.12.2025

Copy to Additional Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

Sd/-

**State Mission Director
Odisha Livelihoods Mission**

Terms of Reference (ToR)

**Hiring of Individual Legal Consultant Odisha Livelihoods Mission (OLM) under
Department of Mission Shakti, Government of Odisha.**

1. Background

Odisha Livelihoods Mission (OLM), under the Department of Mission Shakti, Government of Odisha, implements the National Rural Livelihoods Mission (NRLM) and various state livelihood programmes aimed at poverty reduction, financial inclusion, enterprise promotion, and skill development.

OLM regularly engages in contracts, MoUs, procurement processes, HR matters, administrative decisions, and partnership arrangements, all of which require strong legal oversight and professional legal advisory support. Hence, OLM intends to engage an **Individual Legal Consultant**.

2. Objective of the Assignment

The objective of hiring a Legal Consultant is to provide **specialized legal advisory services**, support in drafting and vetting documents, ensure legal compliance, and assist OLM in litigation, dispute resolution, and policy matters.

3. Scope of Work

The Legal Consultant will be responsible for the following tasks:

A. Legal Advisory & Compliance

- i. Provide legal opinion on matters related to procurement, contracts, HR, finance, partnerships, and administrative issues.
- ii. Ensure compliance with relevant Acts, Rules, Government of Odisha circulars, and applicable statutory requirements.
- iii. Review and provide legal inputs on OLM policies, guidelines, and frameworks.

B. Drafting & Vetting

- To draft, vet, and review MoUs, agreements, contracts, notices, show-cause replies, office orders, and other legal instruments and filing the cases before legal forums.
- To Vet procurement-related documents such as RFPs, ToRs, contracts, and evaluation reports.

C. Litigation & Dispute Resolution

- Prepare draft replies, affidavits, counter affidavits and any other additional affidavits counter statements, and briefs for court and tribunal matters involving OLM.
- Support coordination with external legal counsels, government law officers, and advocates.

D. Capacity Strengthening

- Conduct training/orientation sessions for OLM staff on legal topics, compliance issues, and contract management.

E. Filing of cases / Counter affidavit etc.

He will file different types of cases, affidavits, counter affidavits, additional affidavits, counter statements, and briefs, and other required documents before the Court of Law as per the requirement. She/he will monitor the number of cases, contempt, writ appeals etc and take appropriate action in consultation with the OLM State office or field office for timely submission of the compliances.

F. Other Responsibilities:

- Any legal assignment as directed by the State Mission Director, OLM as and when required.

4. Deliverables

- I. Vetted agreements, MoUs, procurement documents, and HR/legal files.
- II. Draft replies/affidavits for litigation matters.
- III. Monthly progress report covering tasks completed and pending issues.

5. Duration of Assignment

The consultant will be engaged for **12 months (1 Year)**, extendable based on performance, requirement, availability of funds and as per Finance Deptt. guidelines

6. Age Limit ; (As on 30.11.2025)

- **Minimum Age: 35 years**
- **Maximum Age: 65 years as on the date of application.**

7. Place of Posting

The consultant will be stationed at **State Mission Management Unit (SMMU), OLM, Bhubaneswar**, with travel to districts as required. Traveling cost and other allowances will be reimbursed as per OLM norms .

8. Required Qualifications & Experience;

- Bachelor's Degree in Law (LL.B.) from a recognized university.
- **Minimum 5 years of post-qualification experience** in Govt sector /PSUs as legal consultant.
- Must have All India Bar Counsel Registration Certificate.
- Those who have passed post LL. B 2009, must have cleared AIBE (All India Bar Examination)
- Must have passed HSC examination with Odia as a subject.

9. Reporting Structure

The Legal Consultant will report to the **State Mission Director (SMD), OLM**, or any other officials of OLM delegated by SMD.

10. Remuneration

The consultant will be paid a **Consolidated monthly remuneration of ₹60,000/-** (Rupees Sixty Thousand only).

- Payment will be made upon submission and approval of monthly progress reports and deliverables as per point number 04 of ToR .
- TA/DA/Mobile allowance will be paid as per OLM norms, at par with Dy CEOs, OLM.

11. Confidentiality

The consultant must maintain strict confidentiality of all documents, data, and information accessed during the engagement and shall not disclose the same without prior written approval of OLM.

12. Conflict of Interest

The consultant must not have any conflict of interest with OLM activities and shall submit a signed declaration to this effect.

13. Termination

Either party may terminate the contract by providing 30 days written notice. OLM reserves the right to terminate the contract immediately on grounds of breach of contract, or misconduct without any further notice.

14. Selection & Evaluation Criteria

The selection of the Individual Legal Consultant will follow a transparent, merit-based process consisting of (i) Mandatory Eligibility Screening, (ii) Technical Evaluation, and (iii) Interview.

A. Mandatory Eligibility Criteria (Qualifying in nature)

The applicant must meet all the following mandatory criteria to be considered for further evaluation:

1. Bachelor's Degree in Law (LL.B.) from a recognized University. Those who have passed post LL. B 2009, must have cleared AIBE (All India Bar Examination)
2. Minimum 5 years of post-qualification experience in legal advisory, drafting, compliance, or litigation in Government sector /PSUs .
3. Age between 35–65 years by 30.11.2025.
4. Application submitted with all required documents (CV, Matric certificates and last / Highest qualification, ID proof (Aadhar / Voter ID/ PAN/ DL / PASSPORT, All India Bar Counsel Registration Certificate and AIBE)

Candidates meeting all mandatory criteria will be shortlisted for technical evaluation.

B. Technical Evaluation (50 Marks)

Eligible candidates will be evaluated based on the following technical parameters:

Sl. No.	Evaluation Parameter	Maximum Marks
1	Candidates having LL.M. degree. If yes 5 Marks, if No 0 marks.	10
2	Working experience as Lawyer in Supreme Court of India as Advocate on Record (AoR).	10

Sl. No.	Evaluation Parameter	Maximum Marks
3	Relevant Post-Qualification Experience (minimum 5 years)	30
	=5-7 years: 10 marks	
	>7-10 years: 15 marks	
	>10- 15 years : 20 marks	
	> 15 Years ; 30 marks	

Total Technical Marks: 50

C. Interview (50 Marks)

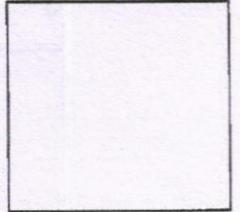
Shortlisted candidates will be called for an interview to assess:

D. Final Selection

- Final score = **Technical Marks (50) + Interview Marks (50)**
- The candidate securing the highest combined score will be selected for engagement.
- The merit list in a descending order will be kept as waiting list for one year from the date of publication of results.
- waiting list candidates may be invited in the following situation, if the selected consultant,
 - I. Declines the offer
 - II. Resigns
 - III. Terminated
 - IV. For any other reason

DEPARTMENT OF MISSION SHAKTI, GOVERNMENT OF ODISHA

Application Form for Individual Legal Consultant



1. Name of Applicant : _____
2. Father's Name : _____
3. Age as on 30.11.2025 : _____ Years _____ Months _____ Days
4. Qualification : _____
5. Having Bar Council Registration no & Certificate: _____
6. Permanent Address : _____

7. Address for Communication: _____
8. Telephone No : _____ Mob No: _____
9. Email Address : _____
10. Total Experience : _____ Years _____ Month
11. Total Experience in Govt Sector/PSU/ : _____ Years _____ Month

12. Experience in chronologically.

Sl No.	Name of the Post Held	Name of the Organisation	Type of Org: Govt/ PSU/ Development Sector/ Private Org.	Designation	No. of Years.	Job Responsibility/Key achievement
1						
2						
3-- -						

Note: Candidates are required to furnish detailed information regarding their relevant experience only. Any experience not directly related to the scope of this assignment shall not be considered. **A copy of the experience certificate must be submitted along with the application form.**

shall not be considered. ***A copy of the experience certificate must be submitted along with the application form.***

13. Total No of Cases _____ appeared, prepared affidavits/counter affidavits, drafted legal replies, or provided litigation support before any court/ Tribunal/ Authority.

List of cases given below with supporting documents:

- a).
- b).
- c).

14. Qualification in chronologically.

SI No	Educational Qualification	Year	Board /University	Percentage Secured

Note: Candidates are required to submit a self-attested copy of the relevant qualification certificate along with their application form. Applications without the required certificate shall not be considered.

15. Proficiency in Computers:

Working knowledge in Internet and MS office:

N.B:- Attach Additional Sheet if Required

I hereby declare that the information furnished above are true to the best of my knowledge

Date :-

Place :-

Signature of Applicant