



# THE NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal- 462044 (M.P.), India

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9<sup>th</sup> April 2026

## CALL FOR APPLICATIONS: DOCUMENTATION OFFICER

### PROJECT NYAYA SEWA FELLOWSHIP

The National Law Institute University, Bhopal, under the Project Nyaya Sewa Fellowship Programme, NLIU, Bhopal, for Legal Aid to under-trials and Continuing Legal Education, invites applications from interested and eligible candidates for engagement as:

<b>Position</b>	<b>: Documentation Officer</b>
Nature of Appointment	: Contract basis
Contract Period	: 3 Years (renewable on an annual basis based on performance appraisal and project requirements).
Number of Vacancy	: 01 Post
Consolidated Salary	: Rs. 40,000/- per month.
Preferable Age	: Under 35 years as on the date of application for the post.
Location	: Bhopal (M.P.)

**Note:** The Candidate may be required to make field visits to the project areas as and when required.

**The Last date for receipt of application: 30<sup>th</sup> April 2026.**

### **About Project Nyaya Sewa:**

Project Nyaya Sewa is a legal action and intervention initiative dedicated to strengthening access to legal aid, promoting fair trial rights, and ensuring justice for undertrial prisoners and marginalised communities within the criminal justice system. The project seeks to bridge systemic gaps between law and lived realities, particularly for those who remain unheard and unrepresented.

The initiative operates at the intersection of legal research, policy advocacy, capacity building, and grassroots engagement, with a focused commitment to improving both access to justice and the quality of legal representation.

### **About the Programme:**

**Project Nyaya Sewa Fellowship Programme** ('the Programme') is an opportunity for young lawyers and social workers to provide quality legal representation to undertrial prisoners.

The Programme mentors a group of young professionals to collaborate with the Madhya Pradesh State Legal Services Authority to ensure fair trials for undertrial prisoners at both the pre-trial and trial stages.

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STS  
09/04/2026



The Programme's twin goals are to reduce the undertrial population in prisons and to strengthen the legal aid system in Madhya Pradesh. To this end, the programme includes both training and litigation components.

**About the Position:**

This is a project position on a contractual basis exclusively for the Project Nyaya Sewa undertaken by NLIU, Bhopal in collaboration with Azim Premji Foundation. The maximum duration of the position will be commensurate with the duration of the project. The initial appointment will be for a period of one year and further extendable on yearly basis for a period of 03 years, subject to continued project requirements and satisfactory performance. The incumbent on this project position will not be entitled to claim any employment with NLIU, Bhopal or Azim Premji Foundation under any circumstances. There will not be any employer – employee relationship with NLIU, Bhopal for any purposes. The incumbent will report to the Programme Director of this project for all purposes. The employee has to submit an affidavit to this purpose and sign an agreement of services. The services may be discontinued with a one-month notice at any point of time without assigning any reason.

**About the Role:**

The Documentation Officer will work with the Programme Director and Deputy Directors to achieve the Programme's objectives. The following functions are indicative of the responsibilities involved:

- A. Documentation of the ongoing work of the project.
- B. Writing and timely submission of reports to funding agencies, reporting officer.
- C. Coordinating with the field team to collate data and maintain the data monthly on case documentation.
- D. Writing concept notes and proposals to funding agencies.
- E. Writing and posting developments on the social media handles of Project Nyaya Sewa.
- F. Preparing Project Newsletter and writing reports of research studies conducted by the project team.
- G. Any other responsibility or obligation relevant.
- H. Willingness to travel to prisons, courts, and field locations as needed.

**Qualifications/Experience:**

- A. Master's degree in Law, Public Policy, Sociology or Social Sciences, Data Analytics, or a related field.
- B. Additional certification or training in research methodologies, data management, or legal documentation is preferred.
- C. 2 years of experience in research, documentation, data analysis, or MIS management.
- D. Prior work in legal aid, justice-sector projects, human rights research, or policy analysis.
- E. Experience in coordinating and reporting frameworks for donor-funded initiatives.
- F. Expertise in quantitative and qualitative research methodologies.



- G. Strong proficiency in MIS tools, data visualization, and evidence-based impact assessment.
- H. Ability to compile case studies, policy briefs, and legal documentation.
- I. Excellent writing skills in English and Hindi.
- J. Excellent technical writing and stakeholder engagement abilities.
- K. Familiarity with criminal justice frameworks, bail procedures, and prisoner rights.
- L. Strong understanding of grant compliance, reporting requirements, and donor engagement.
- M. Ability to work with multi-disciplinary teams, including lawyers, social workers, and government officials.
- N. Strong analytical and problem-solving skills with attention to detail in documentation.
- O. Familiarity with government schemes, justice-sector reforms, and prisoner welfare programs.

**Application Process:**

Interested persons are required to fill out the **Google Form** via Google Link:

<https://forms.gle/eBirKdMQUbznz6yxP7>

**Selection Process:**

Shortlisted candidates will be called for the selection process, which will be held in Bhopal. The selection process will include a Written Test and an Interview.

**Deadline:**

Applications received after 11:59 PM of 30<sup>th</sup> April 2026 will not be considered. The shortlisted candidates shall be informed for the next round in the selection process via email.

**Note:**

1. National Law Institute University, Bhopal, is an equal opportunity employer.
2. Programme ensures access to legal representation for prisoners regardless of the offence.
3. National Law Institute University, Bhopal, reserves the right to conduct interviews and not fill these positions.
4. Only shortlisted candidates will be contacted via email.
5. No TA/DA will be paid to the candidates for the selection process.
6. This is not an advertisement for regular government service.
7. The Programme Director has the right to remove a person in case of his/her work and conduct are not found satisfactory after due approval of the Vice Chancellor of the University

These positions shall be paid under the grant received from the Azim Premji Foundation.

**Registrar  
NLIU Bhopal**



