



**THE
SQUARE
CIRCLE
CLINIC**

**NALSAR UNIVERSITY OF LAW, HYDERABAD
Justice City, Shameerpet, Medchal District – 500101
The Square Circle Clinic**

February 20, 2026

CALL FOR 'WALK IN INTERVIEW'- OFFICE ATTENDANT/ ASSISTANT (PUNE OFFICE)

The NALSAR University of Law ('University') is seeking to engage, on a contractual basis, **one 'Office Attendant/Office Assistant'** at its Pune office for the Fair Trial Programme of The Square Circle Clinic. This is a **full-time position based in Pune** and the contract will be for one year initially extendable on a yearly basis at the discretion of the University.

About The Square Circle Clinic:

The Square Circle Clinic is a criminal justice initiative at NALSAR University of Law, with its offices in New Delhi, Pune, Nagpur and Hyderabad. The Square Circle Clinic undertakes pro bono criminal defense of prisoners sentenced to death and also undertrials,, research and public engagement efforts on issues relating to the death penalty, forensics, criminalisation and punishment, prevention of torture, legal aid, and mental health and criminal justice. The founders, leadership group, and the full-time staff members at The Square Circle Clinic earlier carried on the abovementioned criminal justice work as Project 39A and moved to NALSAR in April 2025.

About the programme:

The Fair Trial Programme ("the Programme") is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Programme works in Nagpur and Pune Central prisons with a group of young professionals (Fellows) to work in collaboration with the State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The twin goals of the programme are to reduce the under trial population in prisons and to work towards strengthening the legal aid system in Maharashtra. The programme has its offices in Pune and Nagpur.

Key Responsibilities:

The Office Attendant/Assistant will play a key role in ensuring the smooth and efficient day-to-day functioning of the Fair Trial Programme's office in Pune. The position involves providing administrative and logistical support to the team, assisting with basic financial processes such as petty cash handling and minor office purchases, and contributing to an organized, responsive, and well-maintained office environment.

The Office Attendant/Assistant will be expected to fulfill the following responsibilities:

- A. Support the efficient functioning of the office through routine administrative and logistical assistance.
- B. Assist all team members with tasks related to coordination, communication, and general office organization.
- C. Handle petty cash payments and undertake miscellaneous office purchases in line with approved procedures.

- D. Perform basic administrative duties, including making arrangements for office meetings and events, greeting office visitors, handling the delivery and dispatch of documents, supervising housekeeping and maintaining cleanliness of office premises.
- E. Coordinate with the Finance and Administrative Assistant to facilitate smooth office operations, including courier dispatch/receipt, meeting and event arrangements, and cash management support.
- F. Disseminate information through telephone, email, mail services, and other communication channels as required.
- G. Maintain records relating to housekeeping, stationery, assets and office supplies, ensuring timely replenishment.
- H. Undertake any other tasks assigned in furtherance of the programme's activities.
- I. Any other work that may be necessary as part of the Programme's activities or towards fulfilling its objectives.

Qualifications:

- A. Minimum Senior Secondary School (12th Standard) passed from recognised board of school of India. Bachelor degree (graduation) of any discipline would be desirable.
- B. Speaking, Reading and Writing of Marathi and understanding Hindi are must. Knowledge of basic English would be preferable.
- C. Proficiency in Gmail, Google Docs, Google Sheets, MS Word, and MS Excel, including typing and formatting documents, managing emails, maintaining spreadsheets, and performing basic data entry and record-keeping functions.

The above qualifications may be relaxed in exceptional circumstances.

Compensation:

The maximum monthly compensation for this position is Rs. 20,000/- per month

Walk in Interview:

Interested candidates are required to report for 'Walk in Interview' on **Tuesday March 17, 2026**, between **11.00 a.m. to 2.00 p.m.** with **two copies** of their **Curriculum Vitae (CV), Educational certificates, Aadhar Card and PAN Card** at the following address :

**Fair Trial Programme,
Flat No. 9, 2nd floor,
Tupe Residency, Next to Sancheti Healthcare Academy
Thube Park, Shivajinagar,
Pune, Maharashtra 411005
Phone: 8149249395**

Note:

- NALSAR University of Law is an equal opportunity employer and The Square Circle Clinic ensures access to *pro bono* legal representation for prisoners regardless of the offence.
- NALSAR University of Law reserves the right to conduct additional rounds of interviews or written tests or simulation exercises.
- NALSAR University of Law reserves the right to conduct interviews/ written tests etc and not fill the position.
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- NALSAR University of Law, is unable to cover the costs of attending interviews.
- This is not an advertisement for regular government employment.
- The position shall be paid under the grants received by The Square Circle Clinic, NALSAR University of Law.
- For any query, please contact Ms. Swati Kevate at 8149249395 or write to us at squareciclerecruitment@nalsar.ac.in