

Bihar Vidyapeeth invites applications from eligible and suitable candidates for engagement as **Legal Assistant** on Contractual basis.

Details of the Post

- **Name of the Post:** Legal Assistant
- **Number of Posts:** 01
- **Consolidated Remuneration:** Consolidated Attractive salary commensurate with qualification and experience.
- **Place of Engagement:** Bihar Vidyapeeth, Patna
- **Nature of Engagement:** Temporary/Contractual
- **Educational Qualification:** Bachelor's Degree in Law (LL.B.) from a recognized University/Institution.
- **Experience:** Candidates having minimum 3 years relevant experience in legal work, drafting of legal documents, maintaining legal records, and assisting in court-related matters will be preferred.
- **Desirable Skills:** Good knowledge of legal procedures, drafting and documentation, computer applications, MS Office, and proficiency in Hindi and English.

Duties and Responsibilities

The selected candidate shall assist the competent authority in legal matters, including preparation and scrutiny of legal documents, maintenance of case records, coordination with legal counsel and other legal/administrative assignments entrusted from time to time.

Last Date for Application: 21/10/2026 by 3.00 PM

How to Apply

Interested and eligible candidates may send their updated CV along with copies of educational qualifications, experience certificates and other relevant documents **in** sealed envelop subscribing "**Application for the post of Legal Assistant**" by registered post at the address given below.

To,

The Chairman,

Bihar Vidyapeeth,

Kurji, Patna - 800010, Bihar

Only shortlisted candidates will be called for interview. The Management reserves the right to accept or reject any application without assigning any reason. No TA/DA will be paid to attend the interview