

GOVERNMENT OF ODISHA

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

**[FOR HIRING OF NOTARY FOR NOTARIZATION AS REQUIRED UNDER
W&CD DEPARTMENT]**

EXPRESSION OF INTEREST

No. PT1-WCD-LEGAL-MISC-0008-2021 18789 /WCD, Dated 29.08.2023

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR ENGAGING A
NOTARY**

Govt. of Odisha in Department of Women and Child Development intends to invite application for engaging a Notary on need basis for notarization of affidavits as and when required.

The applicant should be a registered Notary. He/she should be readily available as and when required in this Department. Necessary arrangement for entry into premises of Lokaseva Bhawan will be arranged by this Department. Charges per notarization may be quoted by the person interested. The applications will be scrutinized by a committee before finalizing the engagement.

The Terms of reference, details of requirement and manner of submitting the EOI, guidelines for submitting EOI, details of posts, etc. are hosted in the website of W &CD Deptt. www.wcdodisha.gov.in from 31.08.2023 to 20.09.2023. The EOI should be sent by Speed Post only / handed over directly to the Director, Social Welfare to Government, Department of W & CD, Govt. of Odisha, Bhubaneswar in a sealed envelope clearly marked "EOI for engagement of Notary on need basis under Department of W&CD". EOI received after the last date or through any other mode other than specified above, shall summarily be rejected. The selected applicant will be asked to come for a direct interaction with a senior Officer of this Department who will be nominated for the purpose. Department of W&CD will have the right to reject any or all EOIs, received in response to this invitation, and its decision in this regard shall be final and binding.

**The EOIs must reach the designated office on or before 20.09.2023 latest
by 5.30 p.m..**


Additional secretary to govt.