

**MAHARASHTRA STATE ROAD DEVELOPMENT CORPORATION LTD.,  
(A Government of Maharashtra Undertaking)**



Opp. Bandra Reclamation Bus Depot., Bandra (West), Mumbai - 400 050.  
Tel : (022) 26517957 / 968 / 26433826 Fax No.: (022) 26417893.  
CIN : U45200MH1996SGC101586. Website : [www.msrdc.org](http://www.msrdc.org)

**Maharashtra State Road Development Corporation Ltd. (A Government of Maharashtra undertaking) intends to appoint qualified and experienced professionals for the post of “Chief Law Officer” purely on contract basis.**

**1. Pre-requisites & other Conditions:**

**Qualification :** Degree in Law from recognized University (LLB) and Post Graduate (LLM) or Equivalent.

**Experience :** Retired Principal District Judge or Retired Joint Secretary, Law & Judiciary Department, Government of Maharashtra. Preference will be given to the Candidates who have deep working experience in the matter of Civil & Criminal Laws and Land Acquisition, MRTP etc.

**Nature of Work :** Candidates should be able to independently handle the Litigations, Arbitrations. Also to draft MoU, Replies, Prepare Contract Agreements, Affidavits, Giving Advices as per existing law etc. Attending cases in various Courts to brief counsels.

**Upper Age Limit :** Not more than 65 years as on 01.08.2019.

**Period of Contract :** Initially the period of contract will be of 2 years.

**Salary & Allowances :** As per Govt. of Maharashtra, GAD, GR, Bearing No. संकीर्ण-२७१५/प्र.क्र.१००/१३, दि.१७.१२.२०१६ & Government Corrigendum dtd. 21.02.2018.

**2. No. of vacancy :**

**Chief Law Officer - 1 post at Mumbai**

**3. Time Schedule :**

- Last date of receipt of application : 11.09.2019
- Personal Interview at Mumbai : Will be intimated later.

**4. Application Fee :** Candidates shall furnish Demand Draft of the value of Rs. 600/- payable to the “MAHARASHTRA STATE ROAD DEVELOPMENT CORPORATION LIMITED” drawn on any Nationalized Bank payable at Mumbai. The candidate should write his Full Name on the backside of the Demand Draft. Fees in the form of Postal Order / Money Order / Cash will not be accepted.

#### **4. General Terms & Conditions as may be applicable depending on category of the application:**

- 4.1 Candidate should have knowledge of Marathi language. (Candidate should produce S.S.C. Examination certificate.)
- 4.2 As per Govt. of Maharashtra, GAD, GR, Bearing No. संकीर्ण-२७१५/प्र.क्र.१००/१३, दि.१७.१२.२०१६ & Government Corrigendum dtd. 21.02.2018.
- 4.3 The officers on whom Departmental Enquiry is conducted or proposed to be conducted and found guilty, held liable for punishment under MCS Rule 1979, rule 8 as also got punishment, held responsible under civil / criminal causes under court of law are not eligible to apply the post.
- 4.4 It is mandatory to submit Indemnity / Bond letter as per GR referred herein above and /or enter into a contractual agreement.
- 4.5 Candidates are advised to refer the concerned GR before filling up the application.
- 4.6 Empanelment of the eligible candidates will be prepared on the basis of their merit from the receipt of applications. This empanel will remain valid for maximum 3 years on yearly review basis.
- 4.7 Only eligible and empaneled on merit candidates will be sent "Call letters" for interview and selected candidates By Selection committee will be sent "Offer Letter" for appointment as per procedure laid down in the GR referred herein above.
- 4.8 Recommendations / pressure for selection of candidates will be held ineligible from this process.
- 4.9 This Authority reserves its right either to cancel / postponed the entire procedure of this advertisement, without assigning any reason.
- 4.10 Contractual service period for the above said posts will initially remain for Two year. The same can be extended further maximum upto 3 years as per requirement, its utility with reference to merit and performance of the officer / employee concerned.
- 4.11 Applicant has to submit "Small Family Affidavit" in the prescribed format alongwith application as per Govt. Notification No.SRV-2000/CR(17/2000)/12, Dt.28.03.2005 under rule 4 "A". (Proforma enclosed)
- 4.12 Candidate has to submit two character certificates from two Gazetted Officers of Class-I rank certifying about candidate's character, integrity, identity & residential address is beyond doubt as also has to submit self-declaration certificate in respect of "No Dues- No Departmental Enquiry-No civil, criminal proceedings is pending / to be proposed and held responsible" in the prescribed format (Proforma enclosed)
- 4.13 Incomplete applications will not be taken into consideration.
- 4.14 Candidates are directed to submit their application, self-declaration, character certificate, etc. in the prescribed formats kept with this advertisement.

- 4.15 The applicants fulfilling the eligibility criteria prescribed for the post should ensure that his / her application should receive to this Authority well before due date. Applications received after due date will not be considered and will automatically treated as rejected.
- 4.16 Necessary copies of the certificates duly self-attested are required to be submitted alongwith the application in support of the statements made in the application.
- 4.17 The appointment of candidate is liable to be terminated / discontinued / cancelled at any point of stage if the copies of certificates submitted / information furnished by the candidate at the time of submitting the application or in the process of interview / selection or thereafter are found invalid, fraudulent, suspicious and / or incomplete.
- 4.18 Applicants fulfilling the prescribed norms for the advised to refer the terms & conditions stipulated in GoM's GAD GR bearing No. संकीर्ण-२७१५/प्र.क्र.१००/१३ dated १७.१२.२०१६. A copy of this GR is kept herewith for ready reference; according to which, maximum age limit for working is 65 years.
- 4.19 Where specific experience has not been mentioned, experience of minimum 3 years in the relevant / specialized field is necessary.
- 4.20 The applicant should be healthy and physically, mentally fit as also capable to carry out the proposed task assigned to him / her for the contract services to be appointed.
- 4.21 The concerned contractual officer/ employee to be appointed will not claim for any kind of rights, interests, benefits whatsoever of permanent services, absorption in any cadre at any point of time.
- 4.22 The contractual officer should not be involved in any of the commercial activity which will create obstacle, complications to the Authority's work so entrusted / assigned to him.
- 4.23 The contractual officers should declare himself conflict of interest, if any, before commencement of the contractual period.
- 4.24 The contractual officer / employee shall hold in confidence and shall not disclose to any person any information, documents, official secretes from office record assigned to him/her. He / She shall take due care to maintain the confidentiality of such information, documents. Official secretes. He/ She shall be fully responsible for any disclosure or misuse of such information, documents, official secrets. He / She will have to maintain utmost secrecy and confidentiality at all times as regards any information or acknowledge obtained / gathered during the said contractual period, and will not be indulge in any activity prejudicial to the interest of our Authority.
- 4.25 The contractual officer / employee should ensure that the task / work assigned/entrusted to him/her should be completed within a stipulated time limit. The competent officer so nominated will take periodical review and evaluate the work carried out by said contractual officer.
- 4.26 The Contractual officer does not posses any financial, administrative rights.

- 4.27 The duration of contractual period can be terminated even before its completion, by giving one month's notice, depending upon his /her performance. Decision of Maharashtra State Road Development Corporation Ltd. (MSRDC), in this regard shall be final and binding on him/her.
- 4.28 If at any time, the Competent Authority is of the opinion that integrity of the contractual person is doubtful or behave in a disorderly or in a negligent manner or violated any terms / conditions of contract, then in that event, without giving any notice the contract shall stand terminated.
- 4.29 After termination of contract period, the contract person shall be bound to return all the office record, papers, documents, books or other material in its custody, to the authority.

### **5. Procedure to apply:**

Send in your Personal profile/application form along with attested copies of certificates in support of Qualification, Experience, Age etc. to the **General Manager (Admin), Maharashtra State Road Development Corporation Limited, Opp. Bandra Reclamation Bus Depot., Near Lilavati Hospital, K. C. Marg, Bandra (West), Mumbai – 400 050.** So as to reach on or before 11.09.2019. Candidates not attaching the certificates along with the application form will be rejected and no correspondence will be entertained in this regard.

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**(TO BE FILLED IN BOLD ENGLISH CAPITAL LETTERS BY THE CANDIDATE ONLY)**

**To,**  
**The General Manager (Admin.),**  
Maharashtra State Road Development Corporation (Ltd.)  
Opp. Bandra Reclamation Bus Depot,  
Near Lilavati Hospital, K. C. Marg,  
Bandra (West), Mumbai - 400 050.

Affix your  
recognizable  
recent  
Passport

**1. Name of Post applied for :** \_\_\_\_\_

**2. Category applied for : CONTRACT (RETIRED)**

3. Candidate's Full Name: \_\_\_\_\_  
(Surname) (Name) (Middle Name)

4. Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ Yrs. \_\_\_\_\_ Months. Gender : \_\_\_\_\_

5. Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_

6. Caste : \_\_\_\_\_ (SC/ST/OBC/VJNT/\_\_\_\_\_)

7. Permanent Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Correspondence Address: Permanent Address :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Email ID :** \_\_\_\_\_

**10. Mobile No. :** \_\_\_\_\_

**11. Alternate Contact No. :** \_\_\_\_\_

**12. Educational / Professional Qualification acquired as of** \_\_\_\_\_

Sr. No.	Passed Examination	Board University / Institute
1		
2		
3		

**13. Experience gained upto :-** \_\_\_\_\_

Sr. No.	Name of Organization	Period		Post held	Nature of duties performed	Total Experience	
		From	To			Years	Months
1							
2							
3							
4							
5							
<b>Total</b>							

**14. Experience gained in related / specialized field upto 31.08.2017:-** \_\_\_\_\_

Sr. No.	Name of Organization	Period		Post held	Nature of duties performed	Total Experience	
		From	To			Years	Months
1							
2							
3							
4							
5							
<b>Total</b>							

15. Character Certificates from Gazetted officers of Class-I rank certifying about candidate's character, integrity, identity & residential address on his letter-head in original :- 1. \_\_\_\_\_  
:- 2. \_\_\_\_\_

16. Domicile Certificate No. :- \_\_\_\_\_

17. Aadhar Card No.: \_\_\_\_\_ Voters ID No. :- \_\_\_\_\_ PAN No.: \_\_\_\_\_

18. Parent Department name, Address, Phone No. :- \_\_\_\_\_  
Competent Authority, Email ID \_\_\_\_\_  
(Retired from which organization) \_\_\_\_\_

19. Present employer's name, address email id, Phone number, key person (if any) :- \_\_\_\_\_

20. Languages known :- \_\_\_\_\_

21. Last Post held (with Class eg. A.B) :- \_\_\_\_\_

22. Last Pay drawn with Grade Pay :- \_\_\_\_\_
23. Subject of empanelment preferred, if any :- \_\_\_\_\_
24. Drawing Pension, or not (details if any) :- \_\_\_\_\_

#Enclosures in support of statement duly self attested  
(# denotes strike out whichever not applicable)

- i) Age Proof (Birth Certificate / SLC) :- Yes / No
- ii) Nationality, Domicile Certificate :- Yes / No
- iii) Educational/ Professional qualifications :- Yes / No (Nos. \_\_\_\_\_)  
(Passing certificate necessary)
- iv) Experience Certificates :- Yes / No  
(Including related / specialized field if any)
- v) Small Family Declaration :- Yes / No
- vi) Undertaking to the effect of self-attested Certificate :- Yes / No
- vii) Domicile Certificate :- Yes / No
- viii) Character Certificate in original from 2 Competent Authority :- Yes / No
- ix) Copy of Aadhar, Voter Id, PAN as proof Of identity :- Yes / No
- x) NOC (in case required) :- Yes / No
- xi) No Dues, No DE pending / Proposed No legal / Court proceedings pending/proposed :- Declaration Confirmed
- xii) Retirement / Pension related papers :- Yes / No

I declare that all the above information and particulars are correct and that I will stand disqualified if any information is found to be incorrect at any stage.

Place :

**Signature of the Candidate**

Date :

## **DECLARATION:**

I hereby declare that all the statements made by me in the application form are true and correct to the best of my knowledge and belief that nothing has been concealed or suppressed. I have enclosed all necessary documents / certificates to this effect. I also understand and aware that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action under the Law.

I have read the relevant GR (GoM's GR No. Sankirn-2715/pr.kra.100/13 dated 17<sup>th</sup> December, 2016) mentioned hereinabove and made aware myself about all the terms & conditions stipulated therein. I affirm that there are "No Dues of any nature of my parent department, Neither Departmental Enquiry nor any Legal / Court Proceedings of any nature is pending / proposed against me" as of today.

**Signature of the Candidate**

**Place:**

**Date:**



## प्रतिज्ञापत्र

नमुना — “अ”

(नियम ४ पहा)

मी, श्री. /श्रीमती/ कुमारी.....  
श्री..... यांचा / यांची मुलगा / मुलगी /  
पत्नी, वय..... वर्षे, राहणार .....  
याद्वारे पुढील प्रमाणे असे जाहीर करतो / करते की,

- १) मी शासकीय सेवेत दिनांक ..... रोजी रुजू झालो होतो.
- २) आज रोजी मला ..... (संख्या) इतकी हयात अपत्ये आहेत, त्यापैकी दि.२८.०४.२००५ नंतर जन्माला आलेल्या अपत्यांची संख्या ..... आहे.  
(असल्यास जन्मदिनांक नमूद करावा.)
- ३) हयात असलेल्या मुलांची संख्या दोनपेक्षा अधिक असेल तर दि.२८.०४.२००५ नंतर जन्माला आलेल्या, मुलामुळे या पदासाठी मी अनर्ह ठरविण्यास पात्र होईल याची मला जाणीव आहे.

ठिकाण :

दिनांक :

(सही)

नांव : .....

निवासी पत्ता : .....