

**ANNEXURE-I**

**VACANCY**

The Chairman, A&N MSEFC/Director of Industries, A& N Administration invites applications from qualified candidates for their engagement in two positions namely **Legal Consultant** and **Human Resource (office/secretarial)** on short term contract basis upto March 2027 in the A&N Micro Small Enterprises Facilitation Council (MSEFC) under MSE-ODR scheme. The Terms of Reference attached to the both posts are detailed under:

Sl. No.	Position & place of work	Essential Qualification	Max. Age Limit	Post qualification Experience	Remuneration (Consolidated)	No. of posts & period of engagement
1	Legal Consultant in Directorate of Industries, Sri Vijaya Puram	Law Graduate from recognized institute or University, with minimum 50 % marks	40 years	Minimum 02 (two) years of legal work experience in various courts/ govt./ Quasi-Judicial bodies including Tribunals with mandatory relevant experience of at least one year in dealing with MSME disputed, or arbitration and medication matters.  Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.	80000/- pm (inclusive of taxes)	01 post & upto 31 <sup>st</sup> March, 2027
2	HR (Office/ Secretarial) in, Directorate of Industries, Sri Vijaya Puram	Graduate in any discipline from a recognized University/ Board	40 years	02 years experience in Handling Data Entry  Experience of computer skills, internet, web surfing including data processing and interpretation using Excel software.	Rs.20,000/- (inc. all taxes)	01 post & upto 31 <sup>st</sup> March, 2027

## **DUTIES AND RESPONSIBILITIES ATTACHED TO BOTH POSTS:**

### **1.Legal Consultant**

- i. Assisting the MSEFC in all works relating to delayed payment references including through Online Dispute Resolution portal, filed before the Council.
- ii. Assisting the MSEFC in Legal processes and procedures involved in the working of MSEFCs.
- iii. Identification of legal issues for adjudication.
- iv. Preparation of Case Summary settlement agreements daily order, notices awards and arbitral awards etc.
- v. Legal research about the latest position of law and precedence of Hon'ble Supreme Court, High Courts etc.
- vi. Legal appreciation of MSMED Act, other laws/ Acts that have a bearing on the case.
- vii. Assisting the MSEFC in handling court cases filed against the Facilitation Council before various courts of law.
- viii. Participating in the processes and interactions associated with the aforesaid including workshops, trainings, capacity building programs, discussions, approval processes etc. and preparation of presentations, notes and other documents relating to the foregoing.
- ix. To act as the Point of Contact for resolution of Legal and technical issues of the ODR portal.
- x. Any other work of a legal nature assigned from time to time.

### **2.Human Resources (Office/ Secretarial)**

- i. To assist the MSEFC in day to day working of the Council.
- ii. To assist the parties in filing their delayed payment case in the ODR portal.
- iii. Data entry of old and current delayed payment cases on the ODR portal.
- iv. Maintenance of Document, files and other relevant information of the MSEFC.
- v. Assisting MSEFC and MSEs in ODR portal related issues.
- vi. Any other work assigned from time to time.

### **General Terms and Condition:**

1. The Legal Consultant/HR (Office/Secretarial) must attend the office on regular basis as per the office timings decided by the authorities as per the orders issued pertaining to the timings of the office.
2. Legal Consultant/HR (Office/Secretarial) shall be entitled to receive a consolidated remuneration as indicated above for each completed month after deducting the leave taken of which will be paid on monthly basis for a period of entire contract period.

3. The Legal Consultant/HR (Office/Secretarial) would be eligible to only eight (08) days casual leave on each calendar year. The eligibility of leave would be on pro-rata basis. There would be no accumulation and carry forward of this leave beyond the particular calendar year/ contract period and this leave cannot be availed in advance.
4. No provision is made for TA/DA, increment, or any other allowances for these human resources.
5. The Legal Consultant and IIR (Office/Secretarial) would be required to sign a non-disclosure undertaking. This Undertaking shall remain in force with effect from the date of joining upto March, 2027.
6. The period of engagement will be upto March, 2027 and shall not be considered for regular appointment.

#### **Selection Procedure**

6. The Selection Committee will be screening the applications received for both Positions. Shortlisted candidates will be invited for an interview. In case, the received number of applications is large, preliminary screening and applicants will be shortlisted through written test. However, the Chairman, A & N MSEFC/Director of Industries reserve the right to decide on the selection process

#### **Confidentiality of Data and Documents**

7. The Legal Consultant/HR (Office/Secretarial) must use the Confidential information solely in connection with the current or contemplated assignment given by the Department and not for any purpose other than authorized herein without the prior written consent of the Competent Authority of the Department.
8. The Legal Consultant/HR (Office/Secretarial) must maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
9. The Legal Consultant/HR (Office/Secretarial) shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by this office.
10. The Legal Consultant/HR (Office/Secretarial) must immediately return to the Department all tangible and intangible material embodying the Confidential information provided herein and all notes, summaries, memoranda, Manuals, records, excerpts or derivative information deriving there from and all other documents or materials (and all copies of any of the foregoing, including "copies" that have been converted into electronic media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential information, in whatever form of storage or retrieval upon.

- a. The completion or termination of the engagement with the Department.
- b. The breach of the terms and conditions of the undertaking : or
- c. Such time as the department may so desire

#### **Conflict of interest**

11. The Legal Consultant/HR (Office/Secretarial) appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office nor will he indulge in any activity outside the terms of employment / contractual assignment.
12. The Legal Consultant/HR (Office/Secretarial) shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provision of Industrial Disputed Act 1947 or Contract Labour (Regulation and Abolition) Act, 1970 and any other Rules/Provisions/Acts.

#### **Termination of Agreement**

13. The Legal Consultant and HR (Office/Secretarial) shall be held responsible for any breach which is contrary to Duties & responsibilities and General Terms and Conditions stipulated above. The department reserves the right to terminate the contract at any time without giving any notice and also without assigning any reasons.

ANEXURE-II

APPLICATION FORM FOR THE POST OF LEGAL ASSISTANT IN MSEFCS UNDER MSE-ODR SCHEME ON CONTRACT BASIS IN THE OFFICE OF DIRECTORATE OF INDUSTRIES, A&N ADMINISTRATION, SRI VIJAYA PURAM

**I. Personal Details**

1.	Post applied for	<b>LEGAL ASSISTANT</b>
2.	Name of the applicant (Block Letters)	
3.	Father's/ Husband's Name	
4.	Date of Birth (DOB)	
5.	Nationality	
6.	Permanent address	
7.	E-mail (block letters)	
8.	Contact No.	
9.	Last Remuneration	

**II. Education Qualifications: (Please attach self-attested copies)**

Sl.No.	Particulars of Qualifications alongwith the name of the University/ Board

**III. Professional and Work experience of last five years: (Please attach self-attested copies).**

S.No.	Name of the organization	Post held	Period of service

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

.....  
Signature with date

**APPLICATION FORM FOR THE POST OF HR (OFFICE / SECRETARIAL) IN MSEFCS  
UNDER MSE-ODR SCHEME ON CONTRACT BASIS IN THE OFFICE OF DIRECTORATE  
OF INDUSTRIES, A&N ADMINISTRATION, SRI VIJAYA PURAM**

<b>I. Personal Details</b>			
1.	Post applied for	HR (OFFICE / SECRETARIAL)	
2.	Name of the applicant (Block Letters)		
3.	Father's/ Husband's Name		
4.	Date of Birth (DOB)		
5.	Nationality		
6.	Permanent address		
7.	E-mail (block letters)		
8.	Contact No.		
9.	Last Remuneration		
<b>II. Education Qualifications: (Please attach self-attested copies)</b>			
Sl.No.	Particulars of Qualifications alongwith the name of the University/ Board		
<b>III. Professional and Work experience of last five years: (Please attach self-attested copies).</b>			
S.No.	Name of the organization	Post held	Period of service

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, my services are liable to be terminated.

Signature with date