

Instructions and guidelines to the candidates

CIDCO invites applications from eligible candidate for interview to the post of Sr. Law Officer on Contract basis.

The application **clearly mentioning the name of the post for which you are applying in prescribed format** should reach in hard copies to undersigned **on or before 18.05.2018** on following address:-

Office of Manager (Personnel)

2nd Floor, CIDCO Bhavan,

CBD Belapur, Navi Mumbai.

Pin Code: 400614.

Pre requisites and other conditions for the post of Sr. Law Officer.

Age Limit	Salary per month	Educational Qualification	Experience	Remarks
Not more than 60 years. However age limit can be relaxed not exceeding 5 years in deserving cases.	Consolidated amount of Rs. 75000/-	Graduate of any recognized university in any discipline and 3 years Degree course in Law of any recognized university or 5 year degree course in law of any recognized university after 12 th std.	15 years standing practice in any court of law including high court He should be well versed in law applicable to the Corporation particularly a)Constitution of India MRTTP Act 1966. a) Land Acquisition Act b) Law of contracts particularly building contract c) Law of leases, and d) Labor laws. • Standing Practice means & includes service as a 1) Judicial	On contract basis of a person who- 1) Has practiced as an advocate for at least 15 years; and 2) Not above 60 years of age (VC&MD shall have power to relax age criteria up to 5 years in deserving cases.) Explanation: In computing the period of practice prescribed in clause(b) there shall be included any period during which the person has held the post of Judicial Officer not below in the rank Civil Judge(Senior Division) or Law

			<p>officer not below in the rank Civil judge (Senior Division) or</p> <p>2) Law officer in the cadre of Deputy Secretary in Law Department of Central/ State Government/ Public undertaking or Corporate Bodies.</p>	<p>officer in the cadre of Deputy Secretary in Law Department of Central/ State Government/Public Undertaking or Corporate Bodies.</p> <p>Note: Preference shall be given to the persons having experience of</p> <ol style="list-style-type: none"> 1) Advising and drafting legal documents in the matter relating to MRTP Act, Land tenures, Transfer of property, Arbitration, Contracts and other related issues. 2) Handling, Legal matters in central/State Government/Public undertaking or Corporate Bodies. 3) Drafting of tender documents, writ petition, plaint, written statement and affidavits etc.
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GENERAL TERMS AND CONDITIONS-

1. Appointment will be made purely on contract basis for the period of 02 years or till he attains age of 65 years whichever is earlier.
2. Before filling up the application form candidate should ensure that they fulfill all eligibility criteria. Corporation will take up verification of eligibility conditions with reference to the original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
3. The candidate will be short listed for personal interview on the basis of documents submitted. Taking into consideration the performance in the Personal interview, the select list will be prepared.
4. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
5. CIDCO has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
6. All candidate should be domiciled in the state of Maharashtra.
7. Candidate must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
8. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
9. Candidate will not be eligible for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
10. Knowledge of Marathi is necessary.
11. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
12. Selected candidate appointed in CIDCO will have to work at any place within State of Maharashtra or elsewhere at Project places and you will have to reach your places of work from your residence at your own cost.
13. Candidate must remain present with their own expenses for the entire recruitment drive.
14. Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to CIDCO.

15. The recruitment on Contract basis in CIDCO Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.
16. Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
17. All official communication regarding this recruitment shall be displayed on CIDCO's official website www.cidco.maharashtra.gov.in.
18. The candidate should submit the self-attested documents in order mentioned below-
 - i. SSC mark sheet & SSC Board Certificate.
 - ii. HSC mark Sheet & Board Certificate.
 - iii. Degree /Post-Graduate mark sheet & Certificate.
 - iv. 'Sanad' or Enrollment certificates issued by Bar council.
 - v. Certificate of practice issued by the Bar Association and / or Court.
 - vi. In case of Civil Judge and Law Officer, their promotion/ appointment order or notification for the same.
 - vii. Work experience Certificate.
 - viii. Domicile certificate of Maharashtra State
 - ix. PAN card
 - x. SSC Board certificate as proof for the Date of Birth.
19. The candidate should be healthy and physically, mentally fit as also capable to carry out the proposed task assigned to him/ her.
20. The candidate 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.
21. The candidate 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.
22. The candidate should declare his conflict of interest, if any, before commencement of the contractual period.
23. The candidate should be able to independently handle the litigation works as also draft MOU, replies, prepare contract agreements, affidavits, giving advises in the matters involving legal issues.
24. The candidate shall hold in confidence and shall not disclose to any person any information, documents, official secrets from office record assigned to him/ her. He / she shall take due care to maintain the confidentiality of such information, documents, Official secrets. He / She shall be fully responsible for any disclosure or misuse of such information, documents and official secrets. He / She will have to maintain utmost secrecy and confidentiality at all times as regards any information or acknowledges obtained / gathered during the said contractual period, and will not be indulge in any activity prejudicial to the interest of our Authority.

25. The candidate 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 candidate.
26. The duration of contractual period can be terminated even before its completion, by giving one months' notice, depending upon his /her performance. Decision of CIDCO, in this regard shall be final and binding on him / her.
27. If at any time, the Competent Authority is of the opinion that integrity of the candidate 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.
28. After termination of contract period, the candidate shall be bound to return all the office record, documents, books or other material in its custody, to the authority.

Manager (Personnel)