

Requirement for the post of Legal Advisor on Contract Basis

Madhya Pradesh Building Development Corporation Limited (MPBDC) is an undertaking of Government of Madhya Pradesh incorporated under the Companies Act, 2013, with its registered office at Bhopal. To meet its manpower requirements, MPBDC intends to fill the following post on a contract basis for a period of **One Year**, which may be further extended by mutual consent, subject to the requirements of MPBDC:-

S n .	Name of Post & Salary	No. of Post	Qualification	Remarks/ Qualification/ Experience
1	Legal Advisor (Contract, Rs.75000 + CPI)	UR-01	Essential: - Full time LLB with 55% aggregate marks.	1. The candidate shall have 2 years' experience in handling cases related to Arbitration under the Arbitration and Conciliation Act, 1996 and the M.P. Madhyastham Adhiniyam, 1983, Establishment, and Contract Act.

- Application Fee:** Rs. 250 + 18% GST = Rs. 295/Applicant, payable online through MP Online (Non-refundable – Portal service charge).
- Last Date for Application:** Applications in the prescribed format, along with copies of certificates of age, educational qualifications, experience, and MP Domicile Certificate (if applicable), shall be submitted through MP Online from till _____.
- Validity of the Rule Book:** The validity of the rule book will be from the date of publication until the date of appointment.
- Selection Process:** a) Online applications received through MP Online will be screened by an committee, b) The candidate shall be fully responsible for the clarity and completeness of the documents.

<u>Legal Advisor on Contract Basis</u>	
Sn.	<u>Minimum Eligibility Criteria</u>
A	<u>Educational Qualification</u>
	Graduation (LLB): Minimum Qualifying marks - 55%
	Experience on Corporate law/Establishment/Arbitration/Contract Act
B	<u>Interview</u>

- As above, the final selection shall be made on the basis of **interview** only.
 - The list of screened and selected candidates will be displayed on the MPBDC website (www.mpbdc.gov.in) and candidates will also be informed through email/mobile.
 - If higher education and work experience were pursued simultaneously in any year, only the higher education will be considered valid for that year.
 - Selected candidates must appear at the MPBDC headquarters for execution of the contractual agreement.
 - In case of concealment of any facts, the candidate shall be personally responsible, and action may be taken even after appointment.
- Age Limit:** The maximum age limit shall be **40 years** as on the date of publication of the rule book.
 - Documents to be submitted with online application and original documents to be furnished at the time of document verification:** -
Selected candidates shall be required to produce the following original certificates/documents in proof of their eligibility:
 - Higher Secondary or High School Examination Certificate (as proof of date of birth).
 - Degree/Post-Graduation Degree/Mark sheets from a recognized university.

- c) In support of the desired experience, the candidate shall submit experience certificates duly issued by their present and/or past employers.
- d) Photo identity proof (Passport/Driving License/Voter ID/Bank Passbook).
- e) Proof of permanent address.
- f) Affidavit declaring Status of Departmental Inquiries, EOW, Lokayukta, or Other Complaint Cases.
- g) Salary Slip.
- h) Widow/Divorcee candidates shall submit an affidavit/certificate in support of their status.

7. Instructions for candidates applying for the position on Contract: -

The following terms and conditions, along with the eligibility requirements, are applicable to candidates applying for positions on a contract basis:

- a) **Affidavit declaring Status of Departmental Inquiries, EOW, Lokayukta, or Other Complaint Cases:** Candidates shall submit an affidavit on a ₹200 stamp paper, duly notarized, declaring that no criminal case, departmental enquiry, investigation by the Economic Offences Wing (EOW), Lokayukta, or any other legal proceedings are pending against them, and that they have not been terminated or compulsorily retired on financial or criminal grounds.
- b) **Tenure of Contract:** The contractual appointment shall be for a period of 1 year and may be further extended by the Managing Director subject to mutual consent.
- c) The selected candidate shall execute an agreement for engagement with MPBDC.

8. Reservation of rights: -

For the purpose of administrative convenience. The Managing Director, MPBDC reserves full rights with respect to the publication and content of the advertisement as follows:

- a) To finalize or modify the terms and conditions of the vacancy.
- b) To decide whether or not to publish the merit/waiting list.
- c) To issue or not to issue any corrigendum as required.
- d) To reject any application submitted by the applicant without assigning any reason.
- e) Cancellation of published positions at any stage.
- f) Cancellation of partial/complete advertisement at any stage.

9. Important dates: -

Details	Dates
Date of release of advertisement for the news paper	
Last date of submission of application	

Note: Candidates are advised to regularly visit the MPBDC website for any updates or amendments.

10. General instructions: -

- a) The candidate must be an Indian national.
- b) It is advised that self-attested, clear copies of all required documents be attached with the online application form through MP Online and also be submitted in a sealed envelope within four (4) days from the date of application to MPBDC, CEDMAP Building, 16-A, Arera Hills, Jail Road, Bhopal.
- c) Calculation of age shall be done as per the rule book.
- d) As per the rulebook, work experience shall be counted from the date mentioned on the final marksheet to the date of publication of the online Rulebook.
- e) If any incorrect information is found, the candidature shall be cancelled.
- f) At the time of the interview, candidates must present original documents/certificates in support of their qualifications and experience for verification (same documents enclosed during the application form).
- g) All qualification-related documents attached by the candidates along with their applications will be examined by the Corporation's Document Verification Committee. Prior to the interview, the candidates' documents will be verified against the original documents in accordance with the above-mentioned recruitment procedure. After

examination of the original documents, candidates found eligible by the Committee will be permitted to appear for the interview.

- h) Candidates shall correctly mention their postal address, email ID, and mobile number in the application form. They should check their email and SMS regularly for all communications including results and notices.
- i) The list of selected candidates shall be uploaded on the MPBDC website and communicated through email. Offer letters to successful candidates will be dispatched by Speed Post/Registered AD. MPBDC shall not be responsible for any postal delays or errors.
- j) Engagement letters shall be issued strictly on the basis of the merit list.
- k) If any information provided by the candidate is found to be incorrect or misleading, his/her candidature shall be cancelled at any stage of the selection or appointment process.
- l) Candidates shall be solely responsible for the accuracy and authenticity of all documents, certificates, and affidavits submitted.
- m) Any dispute arising out of the selection process shall fall under the jurisdiction of MPBDC Headquarters, Bhopal.

Note: - In case of any queries as follows:

For any information related to the application process, candidates should contact MP Online on 0755-6720200, Help-desk portal (<https://helpdesk.mponline.gov.in>) and for Rule Book, contact MPBDC via email at hr-mpbdc@mp.gov.in


Chief General Manager (HR & Admin.)