



Maharashtra State Seeds Corporation Limited

Mahabeej Bhavan, Krishi Nagar, Akola 444 104

Phone No.0724-2455093 Mob.7588609121, 8669642704, 8669642706

CIN : U01200MH1976SGC018990

E-mail – hoadmin@mahabeej.com

Website – www.mahabeej.com

Ref No: MSSC/ADMN/ASSTT/Advt/2023/07

Date: 03/01/2023

RECRUITMENT NOTICE

The Maharashtra State Seeds Corporation Limited, Akola, a leading Public Sector Undertaking in India, engaged in seed production, processing and marketing of quality seeds of various crops and varieties wishes to recruit dynamic professional for the following post.

Sr. No.	Name of the Post	Emoluments	Number of vacancies
01	Law Officer (On Contract basis for 11 Months period)	Rs.35,000/- (Consolidated) Per Month	1

The detailed advertisement containing qualification/experience/Emoluments/ Age limit & prescribed format of application etc. is available on Notice Board and in Job List on our website at www.mahabeej.com. **The last date for receipt of application is on Dated 20/01/2023 during office hours.**

Akola

Date:03/01/2023.

(Dr.Prafull Lahane)
General Manager(Admin)



Maharashtra State Seeds Corporation Limited

Mahabeej Bhavan, Krishi Nagar, Akola 444 104

Phone No.0724-2455093 Mob.7588609121, 8669642704, 8669642706

CIN : U01200MH1976SGC018990

E-mail – hoadmin@mahabeej.com Website – www.mahabeej.com

Ref No: MSSC/ADMN/ASSTT/Advt/2023/07

Date: 03/01/2023

RECRUITMENT NOTICE

The Maharashtra State Seeds Corporation Limited, Akola, a leading Public Sector Undertaking in India, engaged in seed production, processing and marketing of quality seeds of various crops and varieties wishes to recruit dynamic professional for the following post.

1) Law Officer : One Post (Purely on Contract basis for 11 Months Period)

Qualification & Experience :

Degree in Law from recognized University having Sanad/Registration with Bar Council.

He/She must have minimum 5 years experience as a Practicing Advocate. Experience in the field of Civil, Labour, Revenue, Consumer Forums and Administrative matters as well as matters relating to Departmental Enquiries. Knowledge of Marathi, Hindi and English is essential.

Age (Maximum) : Minimum 35 Years and Maximum 50 Years.

(As on last date of receipt of application)

Emoluments : Rs.35,000/- (Consolidated) Per Month.

Consolidated emoluments Rs.35,000/- (Rupees Thirty Five Thousand Only) per month + perks i.e. CPF, Mobile SIM, etc.

Interested candidates should apply in prescribed format available in job list on our website www.mahabeej.com alongwith self attested xerox copies of relevant certificates addressing to **The General Manager (Admn), Maharashtra State Seeds Corporation Limited, Mahabeej Bhavan, Krishi Nagar, Akola (MS) 444 104** by Post/Courier. No request will be entertained to accept the application form after the last date for receipt of application. No application will be accepted received through E-Mail.

After the scrutiny of the applications eligible candidates will be called for Interview. Date, Time and Venue of the Interview will be communicated through E-mail, SMS, Whatsapp and by Post.

All future communications/information regarding this recruitment will be made available on our website www.mahabeej.com as well as candidates are advised to check their E-mail account frequently and visit our website regularly for further updates.

- **The Management reserves right to modify or relax eligibility criteria or cancel the Advertisement/Selection process fully or partly at any stage with/without giving any reason. CANVASSING IN any form shall disqualify the candidates from further selection process.**
- **Last date for receipt of application at the above address is 20/01/2023.**

➤ **Terms and Conditions for the post of Law Officer (Contractual) are as below:**

- i) Appointment of Law Officer will be purely on temporary basis / on contractual basis for the period of 11 Months.
- ii) Candidate will be selected by Personal Interview and date, time & venue of the Personal Interview will be communicated separately.
- iii) This Contractual Appointment will be for the period of 11 months initially. Contract period may be extended at the discretion of Management maximum up to 3 times.
- iv) Selected candidate for the post of Law Officer should not be engaged in Private Practice of legal matters.
- v) The selected candidate will be bound to remain present in the office during the office hours of Corporation.

➤ **Duties and Responsibilities of the Law Officer (Contractual) will be as below :**

- i) To prepare the written statements for defending various cases / suits filed against MSSCL in various courts and forums. And also to file petition reply, swear affidavit and appear on behalf of the Corporation if authorized by special order or authorization.
- ii) To collect the documents pertaining to the case and brief to the Advocate/legal Retainer regarding the case matter and assist him in filing the reply before the respective courts in accordance with the policies of the Corporation
- iii) Drafting of Agreements/Deeds /legal documents and its executions with different agencies pertaining to all departments in the Corporation.
- iv) Engagement of Advocates at various district places/ fixation of their remuneration etc. As per the guidelines already issued by the management from time to time in this regard.
- v) Offering the comments/ suggestions Monitoring of all legal cases filed against or on behalf of Corporation, Engagement of Advocate, approval of draft reply and plain in consultation with Managing Director.
- vi) Follow-up in execution of judgments and civil suit decree
- vii) Supervising the legal proceedings and staff dealing with such cases and reporting to the Management any act or action by any staff or presenting officer against the interest of the Corporation during the execution of the proceedings as may have come to his notice.
- viii) He has to exercise utmost sincerity, dedication, loyalty and secrecy in the summative filed by or against the Corporation.
- ix) Any other work assigned by the superiors/management.

Akola
Date: 03/01/2023.

(Dr.Prafull Lahane)
General Manager (Admin)
MSSC Ltd.Akola



Maharashtra State Seeds Corporation Limited

Mahabeej Bhavan, Krishi Nagar, Akola 444 104

Phone No.0724-2455093 Mob.7588609121, 8669642704, 8669642706

CIN : U01200MH1976SGC018990

E-mail – hoadmin@mahabeej.com

Website – www.mahabeej.com

FORMAT OF APPLICATION

To,
The General Manager (Administration)
Maharashtra States Seeds Corp. Ltd.,
Akola-444104.

Recent
Passport Size
Colour Photo

Subject :- Application for the post of Law Officer (Contractual)

Ref.:- MSSCL's Recruitment Notice Ref No: MSSC/ADMN/ASSTT/Advt/2023/07 Dt.04.01.2023

1	Full Name of the Candidate (In BLOCK LETTERS starting with Surname)			
	Full Name of the Candidate in Marathi			
2	Address and Contact Details			
	Permanent		Address for Correspondence	
	Mob.No :		Email Address :	
3	Date of Birth (day/month/year)			
	Place of Birth		Domicile State :	
4	Age as on (20/01/2023)	Years	Months	Days
5	Category of Physically Handicapped (percentage & type of disability)			
6	Mother Tongue			
7	Languages Known			Read
				Write
				Speak

Qualifications (including additional Qualification etc)											
8	Name of Board /University/ Institute	Certificate/ Diploma /Degree (e.g.)	Year of passing	Number of attempt and % of marks & Class	Subjects of Specialization						
Experience											
9	Name of the Employer	Post Held	Period						Pay Scale	Reason of leaving	
			From			To					Total
			dd	mm	yy	dd	mm	yy			
Special Experience in seed industry etc. if any											
10	Computer Training / Knowledge										
11	Extra Curricular Activities										
12	Date of Sanad										
13	Descriptions of the Cases handled	Sr. No	Court	Type of Case	Number of Cases	Judgement on the side of you					

14	References		
	Name	Position	Address with Telephone Nos.
15	Marital Status : Married/Unmarried	No. of Children	No. of Dependents
16	Have you ever worked /trained in this Corporation, if so, name of Post & period		
17	Any other information you wish to mention		

I declare and certify that the above facts and statements made are true to the best of my knowledge and belief without consequential omissions of any kind whatsoever and I understand that any mis-statement and suppression of facts, if any, noticed subsequently will subject to immediate disqualification/ dismissal in case I am selected for the post. Also I undertake that my selection shall be subject to the verification of my character and antecedents by the competent authority as the Corporation may deemed fit and if the same is found to be unsatisfactory, my services shall be terminated immediately without assigning any reasons.

Dated :

Place :

_____ (Signature of the Applicant)

Full Name : _____

Note :

- Must enclose necessary self attested copies of all certificates for the items mentioned above.
- Application without requisite necessary documents shall be rejected.

Encl: As per documents list

UNDERTAKING REGARDING SMALL FAMILY FORM-A RULE-4	
Shri/Smt/Kumari _____ son/daughter/wife of _____	
aged _____ years, resident of _____	
<p>1) That I have filed my application for the post of _____</p> <p>2) I have _____ (number) living children as on today. Out of which number of children born after 28th March, 2005 is _____ (Mention date of birth if any).</p> <p>3) I am aware that if any total number of living children are more than two due to the children born on and after 28th March, 2006, I am liable to be disqualified for the said post.</p>	
Place :	
Date :	(Signature of the candidate)

Must enclosed requisite necessary documents self attested copies

Sr.No.	Particulars of documents	Enclosed Yes/No
1	SSC Board Certificate	
2	SSC Marks sheet	
3	HSC Board Certificate	
4	HSC Marks sheet	
5	Law Sanad	
6	Graduation Marks sheet	
7	Graduation Degree Certificate	
8	Post Graduation Marks sheet	
9	Post Graduation Degree Certificate	
10	Computer Degree/Diploma/MSCIT Certificate	
11	Any other Qualification	
12	Leaving Certificate	
13	Experience Certificates	
	1.....	
	2.....	
	3.....	
	4.....	
	5.....	