


<p>भारत सरकार कर्मचारी चयन आयोग (मध्य प्रदेश क्षेत्र) कार्मिक लोक शिकायत एवं पेशन मंत्रालय 5वां तल, निवेश भवन, एलआईसी परिसर-II पंडरी, रायपुर (छ.ग.)-492004</p>		<p>Government of India <b>STAFF SELECTION COMMISSION (MPR)</b> M/o-Personnel, Public Grievances &amp; Pensions 5<sup>th</sup> Floor, Investment Building, LIC Campus-II, Pandri, Raipur (C.G.)-492 004 Phone- 0771- 2960440/41</p>
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<p><b>संख्या : म.प्र.क्ष.-18/1/2022-प्रशा./ दिनांक : 24/11/2023</b></p>	
<p align="center"><b>युवा कानूनी पेशेवर की नियुक्ति के लिए विज्ञापन</b></p> <p>मध्य प्रदेश और छत्तीसगढ़ राज्यों के विभिन्न न्यायालयों में कर्मचारी चयन आयोग (मध्य प्रदेश क्षेत्र), रायपुर के प्रतिनिधित्व हेतु विशुद्ध रूप से अनुबंध के आधार पर एक वर्ष की अवधि के लिए एक (01) यंग प्रोफेशनल (कानूनी) की नियुक्ति हेतु पात्र उम्मीदवारों से आवेदन आमंत्रित किए जाता है, जिसका विवरण निम्न है:</p>	
1	पद का नाम: युवा पेशेवर (कानूनी)
2	पद की संख्या एक (01)
3	दिनांक 01.11.2023 को आयु सीमा 35 वर्ष से अधिक नहीं।
4	अनुबंध की अवधि 01 वर्ष
5	कार्यस्थल कर्मचारी चयन आयोग (मध्य प्रदेश क्षेत्र), 5वीं मंजिल निवेश भवन, एलआईसी परिसर चरण-2, पंडरी रायपुर (सीजी) - 492 004
6	प्रति माह पारिश्रमिक 45,000/- प्रति माह (निर्धारित)
7	शैक्षिक योग्यता मान्यता प्राप्त विश्वविद्यालय / संस्थान से कानून में स्नातक की डिग्री और कंप्यूटर में प्रवीणता (एमएस-ऑफिस)
8	कार्य का विवरण :नियुक्त युवा पेशेवर (कानूनी सलाहकार) को निम्नलिखित कार्यों को करना होगा:
9	<ol style="list-style-type: none"> <li>याचिकाओं का मसौदा/जवाब तैयार करना, रिजोर्ड्स जवाब बनाना, विभिन्न न्यायालयों के समक्ष दायर किए जाने वाले शपथ पत्र और अन्य दलीलें / कानूनी दस्तावेज तैयार करना।</li> <li>केन्द्रीय प्रशासनिक अधिकरण, उच्च न्यायालयों और उच्चतम न्यायालय/किसी अन्य विधि न्यायालय/अधिकरण/अर्ध-न्यायिक निकाय द्वारा विनिश्चित या लंबित मामलों की निगरानी करना।</li> <li>कानूनी मामलों पर विधि मंत्रालय से राय प्राप्त करना।</li> <li>विधि मंत्रालय/अन्य मंत्रालय, वरिष्ठ विधि अधिकारी, सरकारी काउंसल आदि के साथ समन्वय बनाए रखना।</li> <li>नोटिस, अनुबंध समझौते आदि जैसे विभिन्न दस्तावेजों की कानूनी दृष्टिकोण से मसौदा / जांच करना।</li> <li>न्यायालय के निर्णयों और आदेशों के कार्यान्वयन की व्यवहार्यता और कार्यप्रणाली का विश्लेषण।</li> <li>अनुबंध के अवधि के दौरान सौंपा कोई अन्य कार्य।</li> </ol>
9	चयन प्रक्रिया प्रक्रिया में दो चरण शामिल होंगे: स्क्रीनिंग, (ii) यदि आवश्यक हुआ तो साक्षात्कार
10	शॉर्टलिस्ट किए गए उम्मीदवारों को उनके ईमेल पते पर सूचित किया जाएगा। शॉर्टलिस्ट किए गए उम्मीदवारों को अपनी शैक्षिक योग्यता और अनुभव के संबंध में अपने बायोडाटा और प्रमाण पत्र सत्यापन के लिए मूल रूप में प्रस्तुत करने होंगे।
11	इच्छुक उम्मीदवार जो उक्त निर्देशों के अनुसार पद के लिए पात्र हैं, उन्हें अपने आवेदन निर्धारित प्रपत्र में आवेदन <b>डाक के/ ब्याक्तिगत माध्यम से क्षेत्रीय निदेशक कर्मचारी चयन आयोग (मध्य प्रदेश क्षेत्र), 5वीं मंजिल, निवेश भवन, एलआईसी परिसर फेस-II, पंडरी रायपुर (सीजी) -492 004</b> को प्रस्तुत कर सकते हैं। आवेदन प्राप्त करने की अंतिम तिथि <b>11-12-2023 को शाम 5.00 बजे तक है।</b>
12	आवेदन का प्रारूप, नियम और शर्तें आदि आधिकारिक वेबसाइट <a href="http://www.sscmpr.org">www.sscmpr.org</a> से डाउनलोड किया जा सकता है या कर्मचारी चयन आयोग (एमपीआर) रायपुर के कार्यालय से भी प्राप्त किया जा सकता है। अपूर्ण आवेदन या आवेदन जो निर्धारित प्रारूप में नहीं हैं या नियत तारीख के बाद प्राप्त हुए हैं, उन्हें सरसरी तौर पर अस्वीकार कर दिया जाएगा और इस संबंध में किसी पत्राचार पर विचार नहीं किया जाएगा।

भारत सरकार कर्मचारी चयन आयोग (मध्य प्रदेश क्षेत्र) कार्मिक लोक शिकायत एवं पेशन मंत्रालय 5वां तल, निवेश भवन, एलआईसी परिसर-II पंडरी, रायपुर (छ.ग.)-492004		<b>Government of India</b> <b>STAFF SELECTION COMMISSION (MPR)</b> <b>M/o-Personnel, Public Grievances &amp; Pensions</b> <b>5<sup>th</sup> Floor, Investment Building, LIC</b> <b>Campus-II, Pandri, Raipur (C.G.)-492 004</b> <b>Phone- 0771- 2960440/41</b>
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No. MPR-18/1/2022-ADMIN/ Dated 24/11/2023

**Advertisement for engagement of Young Legal Professional**

With a view to augment representation of Staff Selection Commission (MPR), Raipur in various Courts of Madhya Pradesh and Chhattisgarh States, applications from eligible candidates are invited for engagement of one (01) Young Professional (Legal) purely on contract basis (temporary) for a period of one year, as detailed below :

1	Name of Post	Young Professional (Legal)
2	Number of Post	01
3	Age Limit as on 01.10.2023	Not exceeding 35 Years
4	Period of contract	01 Year
5	Place of job	STAFF SELECTION COMMISSION (MPR), 5 <sup>th</sup> Floor, Investment Building, LIC Campus-II, Pandri, Raipur (C.G.)-492 004.
6	Remuneration per month	45,000/- per month (fixed)
7	Education Qualification	Bachelor's Degree in law from a recognized University/ Institute and Proficiency in Computers (MS-Office)
8	Job Description :	
<p>The engaged Young Professionals (Legal Consultants) would be required to perform the following functions:-</p> <p>a) To draft petitions, replies, rejoinders, affidavits and other pleadings/ legal documents to be filed before various Courts.</p> <p>b) To maintain and monitor the cases decided by or pending with the CAT, High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.</p> <p>c) To obtain opinion from Law Ministry on legal matters.</p> <p>d) To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.</p> <p>e) To draft/ scrutinize from legal point of view various documents like Notices, contract agreements, etc.</p> <p>f) Analyzing the feasibility and methodology of implementation of court verdicts and orders.</p> <p>g) Any other work assigned to him/her during the period under contract.</p>		
9.	Selection Process	Selection Process would involve two stages: (i) Screening; (ii) Interview, if required.
10.	Applications are to be submitted in offline mode at below mentioned address: Staff Selection Commission (MPR), 5 <sup>th</sup> Floor, Investment Building, LIC Campus-II, Pandri, Raipur (C.G.)- 492 004.	
11.	Shortlisted candidates will be informed on their e-mail address. The shortlisted candidates shall have to produce their bio data and certificates in original for verification.	
12.	The desirous candidates who are eligible for the post in terms of the above said instructions should submit their application in the prescribed form to <b>the Office of Regional Director, Staff Selection Commission, 5<sup>th</sup> Floor, Investment Building, Phase-II, Pandri, Raipur – 492 004 (CG) by post/in person. The last date of receipt of Applications is 11-12-2023 till 5.00 PM.</b>	
13.	The format of the application, terms and conditions etc. may be downloaded from the official website of SSC(MPR) <a href="http://www.sscmpr.org">www.sscmpr.org</a> and /or also may be obtained from the office of Staff Selection Commission (MPR), Raipur. Incomplete applications and /or applications not in prescribed format or received after the due date shall be summarily rejected and no correspondence in this regard will be entertained.	

## Application Format

**Application for:** Young Professional (Legal)

Affix recent  
passport size  
photograph  
(not older than  
three months)

S.No.	Particulars	Details
1.	Name of Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Identity Card type & number	
7.	Mailing Address (with Mobile No. & e-mail ID)	
8.	Permanent address (with Mobile No. & email ID)	

**Educational Qualifications (Secondary School Examination onwards) (Attach self-attested photocopies of certificates)**

S.No.	Course	Subjects	Schools/ College University / Institute	Year of Passing	% of Marks obtained	Division/ Class

Note: In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.

**Computer Proficiency:**

Computer field	Excellent	Good	Average	Non-conversant
Word				
Excel				
Power Point				
Other expertise				

**Experience:-** (Give the details and attach self attested copies of certificates/ supporting documents).

.....2/-

**Attach a 250 words write up**, duly signed by you, listing area of proficiency, special skills and forte and why you consider yourself suitable for the Young Professional (Legal) / in SSC.

(Signature)  
Date:

### **UNDERTAKING**

The information given above is true and correct to the best of my knowledge and belief.

(Signature)  
Date:

**Note:** The applicants are required to enclose attested copies of supporting documents for Experience Certificates in r/o their working in Courts /High Courts, with Advocates, Panel Advocates, Sr. Govt. Standing Counsels etc. It may please be noted that, if required, interviews will be conducted of the shortlisted candidates.

**Engagement of Young Professional /Legal Consultant on Contract basis in Staff Selection Commission (MPR), Raipur**

**Terms of Reference**

The engaged Young Professionals (Legal Consultants) would be required to perform the following functions:-

- i. To maintain and monitor database on the cases decided by or pending with the CAT, High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.
- ii. To draft petitions, replies, rejoinders, affidavits and other pleadings / legal documents to be filed before various Courts.
- iii. To render all assistance to the Officers of SSC in service and recruitment matters.
- iv. To obtain opinion from Law Ministry on legal matters.
- v. To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.
- vi. To draft / scrutinize from legal point of view various documents like Notices, contract agreements, etc.
- vii. Legal scrutiny / assistance on issues like service matters, especially related to Notices of Examination conduct of examination, evaluation of answer books, results of recruitment, medical examination cases of candidates.
- viii. Scrutiny of petitions.
- ix. Analyzing the feasibility and methodology of implementation of court verdicts and orders.
- x. Any other work assigned to them during the period under contract.

**Period of Engagement**

The initial term of engagement of Young Professional (Legal Consultant) will be for a period of one year **extendable further on year to year basis subject to satisfactory performance.**

**Qualification and Experience**

**Educational Qualification:**

**Essential** – Graduate Degree in Law from National Law School of India University (NLSIU) and other Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.

**Experience, Age and Remuneration:**

Name of the Position	Experience in Years (Essential)	Upper Age limit	Remuneration (Rs.)
Young Professional (Legal Consultant)	02 Yrs.	32 years	45,000/- per month

**Desirable Experience:** One year experience in drafting of legal documents & scrutiny and in recruitment matters. Weightage would be given to those candidates having experience in filing Writ Petitions/ replies, rejoinders etc. in High Courts /CAT, possessing experience in handling CAT matters. The young professional would be required to appear in person in various High Courts /CATs to file replies on behalf of SSC (MPR) / SSC (Hqrs.)

In case the contract is extended by another year based on a satisfactory performance review, the remuneration of Young Professional (Legal Consultant) may be increased upto 5% of the remuneration.

However, in no case the remuneration of any Young Professional (Legal Consultant) shall exceed 1.25 times of the initial remuneration.

**General Terms and Conditions:**

1. The engagement of Young Professionals (Legal Consultant) would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.
2. The Young Professionals (Legal Consultant) on having accepted the offer shall enter into contract with SSC. The norms for secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. The Young Professionals (Legal Consultant) shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters which are of confidential /secret nature.
4. The Young Professionals (Legal Consultant) shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement etc. other than those specifically mentioned herein.
5. Without prejudice, and in addition to the legal remedies available to the SSC, breach of contract shall be considered a sufficient ground for termination of the contract.
6. The appointment of Young Professionals (Legal Consultant) is of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.
7. The Annual Performance Report of the Young Professionals (Legal Consultant) would be undertaken through an Annual Performance Report (APR).
8. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (LC) has developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.
9. The individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional (Legal Consultant), in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

10. The Young Professional (Legal Consultant) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.
11. TA/ DA — The individual consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Legal Consultant)	Air in Economy class or by Rail in AC <b><i>Three</i></b> Tier	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

13. The Young Professionals (Legal Consultant) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission.

Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12<sup>th</sup> April, 2017.

14. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Staff Selection Commission will issue TDS Certificate/s.

15. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The contract will remain provisional till police verification is received.

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