

MAHARASHTRA STATE LEGAL SERVICES AUTHORITY
 Website: legalservices.maharashtra.gov.in
 E-mail: mlsa-bhc@nic.in
 105-High Court, (P.W.D.) Building, Fort, Mumbai – 400032.

Advertisement

MLSA/2018/ 2211 dtd. 01.11.2018

Maharashtra State Legal Services Authority invites applications from eligible candidates for posts of **Project Consultants, Project Coordinators and Project Assistants** on Contract basis for a period of 6th months, extendable on satisfactory performance, upto 2 years.

The details of the Post and Place of station is as follows:

Sr. No.	Name of the Post	No. of the Post	Posting Station	Area of work																																										
1	Project Consultants	1	Mumbai	All over in Maharashtra																																										
2	Project Co-ordinators	3	1 each at Mumbai, Nagpur & Aurangabad	<table border="1"> <tr><td colspan="2">Mumbai Region</td></tr> <tr><td>Satara</td><td>Raigad</td></tr> <tr><td>Sangli</td><td>Ratnagiri</td></tr> <tr><td>Solapur</td><td>Sindhudurg</td></tr> <tr><td>Kolhapur</td><td>Nashik</td></tr> <tr><td>Mumbai</td><td>Pune</td></tr> <tr><td>Thane</td><td></td></tr> <tr><td colspan="2">Nagpur Region</td></tr> <tr><td>Wardha</td><td>Bhandara</td></tr> <tr><td>Yavatmal</td><td>Gondia</td></tr> <tr><td>Akola</td><td>Gadchiroli</td></tr> <tr><td>Buldhana</td><td>Chandrapur</td></tr> <tr><td>Amaravati</td><td>Nagpur</td></tr> <tr><td>Washim</td><td></td></tr> <tr><td colspan="2">Aurangabad Region</td></tr> <tr><td>Nanded</td><td>Aurangabad</td></tr> <tr><td>Nandurbar</td><td>Dhule</td></tr> <tr><td>Osmanabad</td><td>Jalgaon</td></tr> <tr><td>Latur</td><td>Jalna</td></tr> <tr><td>Parbhani</td><td>Beed</td></tr> <tr><td>Ahmednagar</td><td></td></tr> </table>	Mumbai Region		Satara	Raigad	Sangli	Ratnagiri	Solapur	Sindhudurg	Kolhapur	Nashik	Mumbai	Pune	Thane		Nagpur Region		Wardha	Bhandara	Yavatmal	Gondia	Akola	Gadchiroli	Buldhana	Chandrapur	Amaravati	Nagpur	Washim		Aurangabad Region		Nanded	Aurangabad	Nandurbar	Dhule	Osmanabad	Jalgaon	Latur	Jalna	Parbhani	Beed	Ahmednagar	
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3	Project Assistant	4	2 for Mumbai and 1 each for Nagpur and Aurangabad																																											

After selection, abovesaid candidates shall be required to travel to the Districts, depending upon their posting station. They shall be eligible for the travelling



allowance, and accommodation expenses as per rules

Job Profile, Qualifications, required experience and Honorarium and Age are as Follows:

1. PROJECT

CONSULTANT Job

Profile: Support and assist the Member Secretary of State Legal Services Authority in planning, coordination, execution and monitoring of the activities/programmes of State Legal Services Authority.

- ii. Identify and coordinate with governmental and non-governmental agencies/institutes who are working for the similar target groups under Legal Services Authorities.
- iii. Assist the Member Secretary, State Legal Services Authority in liaising with concerned State and Local government bodies and institutions on a regular basis.
- iv. Design projects for the implementation of specific National Legal Services Authority Schemes.
- v. Coordination of implementation activities at the level of State Legal Services Authority, District Legal Services Authorities (hereinafter DISTRICT LEGAL SERVICES AUTHORITYs) and Taluka Legal Services Committees (hereinafter TLSCs).
- vi. Design methods for systematic monitoring & evaluation of the above mentioned projects.
- vii. Undertake field visits to track the progress made in the implementation of programmes of State Legal Services Authority.
- vii. Any other task as assigned by the Member Secretary, State Legal Services Authority

Qualifications and Experience:

Master's Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science/Sociology etc. or a Degree in Law and having at least 7 years of experience with proven track record in project planning and implementation.

Honorarium: Rs. 60,000/- per month (all inclusive)



2. PROJECT CO-ORDINATOR

Job Profile:

- i. Planning and execution of the schemes / activities taken up by the District Legal Services Authority (s) in the Legal Services camps including projection of financial requirements in consultation with the Secretary of the respective District Legal Services Authority.
- ii. Identifying and coordinating with governmental and non-governmental agencies/institutes who are working for the similar target groups so as to facilitate the public in resolving their grievances.
- iii. To prepare plans relating to awareness and publicity programmes so as to promulgate the schemes of National Legal Services Authority to large number of masses throughout the respective districts and submit the same to the concerned District Legal Services Authority Secretaries.
- iv. Coordination of implementation activities at the level of District Legal Services Authorities and Taluka Legal Services Committees under the supervision of respective District Legal Services Authority Secretaries.
- v. To suggest the requirement of PLVs and Panel Lawyers required for implementation of the schemes of National Legal Services Authority and ensuring that the services of all the PLVs and Panel Lawyers are utilized to the fullest extent possible.
- vi. To plan and report to the District Legal Services Authority Secretaries, Schedules for periodic training of the PLVs for implementation of the schemes of various programme and ensure that the said PLVs are equipped with the required knowledge to carry out the said schemes.
- vii. To ensure that all the Legal Services Clinics opened in the respective districts under the Project Coordinator are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Secretary, District Legal Services Authority.

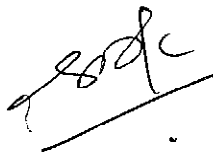


- viii. To supervise and monitor the work of the PLVs as well as, all others working with the Coordinators for the smooth running of the activities / schemes in the respective districts assigned to them.
- ix. Undertake field visits to track the progress made in the implementation of all programmes.
- x. To ensure that all periodic reports (Monthly / Quarterly / Half yearly, Annually) are submitted within the time prescribed to the State Legal Services Authority / National Legal Services Authority.
- xi. To prepare report of the various concerning authorities about the status of the activities / schemes being implemented by the District Legal Services Authority.
- xii. Any other task as assigned by the Member Secretary, State Legal Services Authority.

Qualifications and Experience:

Master's Degree in Management/Social Work/Sociology/ Public Administration/Economics/ Political Science/Sociology etc. or a Degree in Law and having at least 5 years of experience in project planning and implementation.

Honorarium: Rs. 45,000/- p.m. (all inclusive)

A handwritten signature in black ink, appearing to be 'R. S. D. C.', written over a horizontal line.

3. PROJECT ASSISTANT

Job Profile:

- i. Provide secretarial assistance to the Project Consultant/Coordinator in preparation of the documents, guidelines and follow up on all activities.
- ii. Maintain up-to-date records of all expenditures, prepare disbursement reports for all activities and administrative expenditures.
- iii. Drafting routine correspondences, making and responding to routine verbal/written enquires, collating and organizing the data and information related to programmes.
- iv. Data entering and maintenance of records including operational and logistic support for implementation of programme activities including organizing meetings and workshops and coordination of day to day activities.
- v. Provide back-up secretarial support for all the activities of State Legal Services Authority including assisting in making travel, logistic arrangements, supervision of ancillary staff etc.
- vi. Assist Project Consultant/Coordinator in handling of emails, sending and receiving messages on electronic or other means of communication and organize and systemize documentation and reference materials including classifying and sorting important papers, locating new reference materials as required, filing relevant papers etc.
- vii. Aid the Project Coordinator in formulating plans and policies for planning, implementation, supervising and controlling the execution of the activities / schemes formulated by National Legal Services Authority.
- viii. Provide reports and information relating to various issues on instructions given by the Project Coordinator.
- ix. Any other task as assigned by Member Secretary of the State Legal Services Authority or by the Project Consultant/Project Coordinator



Qualifications and Experience:

Degree in any subject with 3 years experience and knowledge of MS Office (Excel, PowerPoint, Word etc). Preference will be given those having Diploma in Computer.

Honorarium: Rs. 25,000/- per month (all inclusive).

Age

A person who is not less more than 45 years of age on the date of publication of this advertisement shall be eligible for appointment.

General Instructions:-

- 1) No person shall be eligible for appointment for aforesaid posts:-
 - (a) if he is not a citizen of India;
 - (b) if he has been convicted of an offence involving moral turpitude or he is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it; or
 - (c) if he directly or indirectly influences the 'Selection Committee' by any means for his candidature; or
 - (d) if he is a man, who has more than one wife living and if a woman, who has married a man already having another wife; or
 - (e) if he has more than two children.
- 2) The candidates shall alongwith the applications send self attested copies of the following certificates :-
 - i) his/her age as on the date of publication of Advertisement. e.g. Secondary School Certificate, School Leaving Certificate etc.
 - ii) the marksheet and passing/degree certificate of Graduation and Post-Graduation.
 - iii) the marksheet and degree certificate of prescribed qualification mentioned in the advertisement.
 - iv) certificates having prescribed Computer Knowledge.
 - v) work experience certificate.
 - vi) that he/she is of good moral character, from two respectable persons (original).



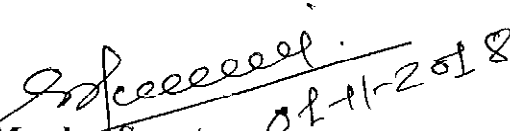
The candidate shall produce original certificates for verification when called so.

- 3) For the purpose of shortlisting the candidates, Maharashtra State Legal Services Authority will hold screening test/ Interview/ viva-voce. The Number of Candidates shall be called for the Interviews , maintaining the ratio, as may be fixed by the Maharashtra State Legal Services Authority.
- 4) The candidates will have to appear for screening test/ Interview/ viva-voce at their own cost in the office of the Maharashtra State Legal Services Authority at Mumbai and shall not be entitled to claim travelling allowance or any expenses from the Maharashtra State Legal Services Authority.
- 5) The selected candidates will not be appointed unless the Medical Authority specified by the Maharashtra State Legal Services Authority certifies them to be fit to discharge the duties of the post.
- 6) The selected candidate will not be appointed unless he or she is found to be of good character and is in all respects suitable for appointment to the service.
- 7) The decision of the Maharashtra State Legal Services Authority as to the eligibility or otherwise of a candidate for admission to the screening test/ Interview/ viva-voce shall be final.
- 8) The candidates shall submit their applications in the prescribed format alongwith self attested copies of required documents through the Maharashtra State Legal Services Authority email i.e. **malsa-bhc@ nic.in** on or before 21st November, 2018 application received after this date would not be entertained in any circumstances.
- 9) The applications containing incomplete/incorrect information shall be liable to be rejected. Should any of the particulars furnished be found to be false to the knowledge of the Committee, he/she will not be allowed to participate in the selection process, and if appointed, will be liable to be dismissed. The willful suppression of any material fact will be treated similarly.



- 10) The selection will be made strictly on merit on the basis of the marks secured by the candidates in the screening test/ Interview/ viva-voce and on the basis of performance of the candidates in the Pre-Personal Interview Assessment.
- 11) Success in the screening test/ Interview/ viva-voce examinations shall confer no right of appointment upon the candidate and unless the Maharashtra State Legal Services Authority is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment, he or she will not be appointed to the post.
- 12) The Maharashtra State Legal Services Authority reserves the right to adopt appropriate method of short listing the candidates at any stage.

Dated:-01st November, 2018


Member Secretary 01-11-2018
Maharashtra State Legal Services Authority
High Court, Mumbai.

DECLARATION

FORM – A

I, Shri/Smt./Kum. _____
son/daughter/wife of Shri. _____
aged _____ years, resident of _____
_____ do hereby declare as follows : -

3. That I have applied for the post of _____
4. I have _____ (Number) living children as on today out of which No. of children born after 28th April, 2005 is -----
5. I am aware that, if total number of living children are more than two due to the children born after 28th April, 2006 I am liable to be disqualified for the said post.

Place :

Date:

(Signature)

16. State full particulars of your experience and give details as under :-

Sr. No.	Name of post/ designation	Name of the employer	Total emoluments (p.a.)	Exact period of service	Nature of duties

17. State particulars of Computer Course and give details as under :

Sr. No.	Name of the Course	Board	Year of passing	Duration

18. Are you physically fit for service in any part of the Maharashtra State? : Yes/No

19. Are you free from pecuniary embarrassments? : Yes/No

20. Give the names, postal addresses and occupations of two referees, who should be responsible persons, unconnected with your school, University and not related to you, testifying your character. :

21. Do you belong to Scheduled Caste/ Scheduled Tribe/Other Backward Class recognised by Government? Give the particulars as to which of them you belong to. :

22. Have you ever been arrested/detained/prosecuted/bound down/convicted / facing any criminal prosecution by / in a Court of Law for any offence? If yes, give details thereof:-

Sr. No.	Case No.	Crime No.	Offence u/s	Police Station	Court at	Result of the case

Date: , 2018

Signature of the Applicant

Declaration

1. I have no child born on or after 28.04.2006 leading to my disqualification as per clause 4(e) of the advertisement.
2. I have not been convicted of an offence involving moral turpitude.
3. I have never been permanently debarred or disqualified by any Public Service Commission or Government Department/Body or District Court or High Court from appearing for any examination or selection conducted for the purpose of recruitment.
4. I, the applicant to hereby affirm that all the details filled in the application are true and correct as per my knowledge. If any information is found to be false/incorrect, I will be liable to be disqualified from the process of selection and if selected/appointed my services would be liable to be terminated without any notice.

Signature of the candidate