

**The Job Description and Eligibility criteria are as under:-**

**1. Job Description:**

- To provide written legal opinion on demand to officials in the Directorate of Sports regarding court cases and to prepare reply to legal notices as per instructions.
- In case of adverse court decision/ judgment against the Directorate/Government, prepare the draft of Writ Petition/ Appeal/ Revision/ Review Application within the prescribed period and to give due cooperation to the Presenting Officer/Government Pleader for submission before the concerned authority/Court.
- Preparation of drafts of at least 5 Writ Petitions / Affidavit in reply/ Para- wise Remarks per month after taking information from the concerned desk/ officers and staff, also incorporate necessary modifications in the same as per instructions of Presenting Officer / Government Pleader.
- To Assist Presenting Officer / Government Pleader of the Hon'ble Supreme Court / High Court / Maharashtra Administrative Tribunal and other Courts as and if so required.
- To provide legal guidance in day-to-day issues in office work.
- Regularly take review of the cases filed by or against the Directorate and provide guidance in the necessary cases.
- To appear in important cases filed by or against the Directorate.
- To brief the concerned Government Pleader/Presenting Officer along with the Officers/Employees of the Directorate as and if so required.

**2. Eligibility Criteria**

- Candidate must possess LL.B. degree from recognized university and Sanad/ Certificate of Practice from the Concerned Bar Association
- Minimum Experience for the period of 10 years in handling cases pertaining to Labour Court, Industrial Court, Civil Court, District Court, High Court, Supreme Court, Maharashtra Administrative Tribunal, other competent authorities.
- Candidate having experience in government departments pertaining to the cases of sports reservation, service matters, PIL etc.
- Must have good understanding and having proficiency of Marathi and English language.

- Experience / specialization in the area of Civil Law, Arbitration and Conciliation, Labour and Industrial Law, Service Law, High Court and Maharashtra Administrative Tribunal etc.

### 3. Criteria for Short listing of Candidates for the Interview:

Designation	Evaluation Criteria (Total Marks) - 100
Consultant (Legal)	<p>1. Weightage for marks in Essential Qualification (25 Marks) (10 years experience) with further break-up as given below:</p> <ol style="list-style-type: none"> <li>Greater or equal to 75% - 25 marks</li> <li>60% - 75% - 15 marks</li> <li>45% - 60% - 10 marks</li> <li>Less than 45%. - 0 marks</li> </ol> <p>2. Weightage work experience in any government/ Semi Govt. / Autonomous / PSU in a relevant field as mentioned in JD (25 Marks) with further break-up as:</p> <ol style="list-style-type: none"> <li>Greater than 05 years - 25 marks</li> <li>03 – 05 years - 15 marks</li> <li>Upto 03 years - 10 marks</li> <li>Less than 45%. - 0 marks</li> </ol> <p>4. Interview (50 Marks)</p> <p><b>Note: If a candidate is working in government sector as specified in 3, he/she will be eligible for weightage in 2 &amp; 3 depending on number of years of experience</b></p>

#### Note:

- The final merit list will be based on the score obtained in the interview only.
- The candidate must produce all the original documents at the time of the interview otherwise the candidature will be cancelled.

4. **Degree and Mark sheet** - The certificate must be one issued by the Competent Authority (i.e., University or other examining body) awarding the qualification.

### 5. Work Experience

Documents claiming work experience must clearly mention the following:

- Name of the establishment
- Duration of work experience.
- The field in which the candidate has worked, or the post held in the establishment.
- Proof of Last remuneration.

## 6. Who Can Apply

- I. Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience (as mentioned above).

The order of documents is as follows:

- a) Candidate details:
  - b) Document for DOB:
  - c) Mark sheet of Essential Qualification
  - d) Degree certificate of Essential Qualification
  - e) Certificate of Practice/ Sanad issued by Concerned Bar Association
  - f) Work experience if any
- II. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. DSYS reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
  - III. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria does not entail that candidate will be considered for the interview.
  - IV. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature will be cancelled by DSYS.

## 7. Terms and Conditions.

- a. **Tenure:** The contractual engagement will be initially for a period of 02 (Two) years further extendable for 01 Year. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. DSYS or the appointed candidate. In cases of extreme impropriety by the Selected candidate, the contract will be terminated immediately without prior notice.

- b. **Age Limit and Remuneration:**

Designation	Age Limit	Age Relaxation	Consolidated Monthly Remuneration
Consultant (Legal)	60 Years	None	INR 1.20L

***\*Remuneration matching the last pay, will be decided by the interview panel at the time of Interview, subject to a maximum remuneration/ Honorarium of Rs. 1,20,000/- per month***

- c. **Tax Deduction at Source:** 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 DSYS will issue TDS /Service Tax Certificates, as applicable.
- d. **Other Allowances:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.
- e. **Extension:** Performance of the selected candidates would be continuously reviewed, and their extension will be considered based on periodic review / requirement. Remuneration Enhancement will also depend on the periodic performance review subject to a maximum of 10%.
- f. **How to Apply:** The candidates have to apply within the time frame to the office of DSYS manually or through Registered Post/ Courier. The date of receipt of the Application shall be taken in to consideration.
- g. **LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying is given below: -
  - i. Application available on website 6<sup>th</sup> to 20<sup>th</sup> October, 2023.
  - ii. Closing date for submission of application 23rd October,2023 till 6.00 PM.

## **8. Confidentiality:**

- Selected candidate without prior written permission will not be allowed to publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.
- During the period of engagement, the selected candidate would be subject to the provisions of the Indian Official Secret Act, 1923 and will not publish or share any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
- The selected candidate at no instance can represent or give opinion or advice to others in any matter, which is averse to the interest of the DSYS/Government.

## 9. Other Conditions:

- The place of work is Pune (Maharashtra) depending upon the nature of assignment.
- The applications received will be scrutinized/ shortlisted based on relevant experience and job description and the eligible candidates will be called for Interview at cost to the applicant.
- In case he/she is required to precede outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA.
- In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of advertisement or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- Decision of DSYS in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by DSYS in this regard.
- DSYS reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- The Commissioner, DSYS shall be the final authority in case of any dispute.
- The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in DSYS.
- Any litigation matters pertaining to employment at DSYS shall be amenable to jurisdiction of courts in Pune.

APPLICATION FORM FOR EMPANELMENT WITH COMMISSIONER, SPORTS & YOUTH SERVICES, M.S. PUNE

1. Name of the Advocate:- \_\_\_\_\_

2. Birth Date:-

3. Bar Council Registration No : \_\_\_\_\_

4. Educational Qualifications:-

5. Office Address :

\_\_\_\_\_  
\_\_\_\_\_

6. Residential Address :

\_\_\_\_\_  
\_\_\_\_\_

7. Contact Numbers :

Mobile: ----- Residence : -----

Office: ----- Fax: -----

8. E-mail : \_\_\_\_\_

9. Date & Year of enrolment with the Bar \_\_\_\_\_

10. Details of practice in various Courts/Tribunals/Forums and details of Past experience in details along with specialized work :

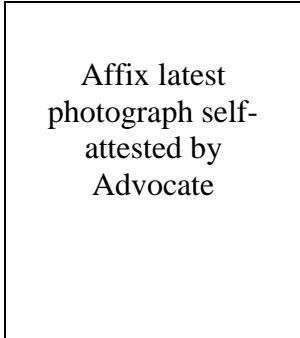
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11. Area of practice and specialization if any :

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12. Details of major clients including Govt./Autonomous/Semi Govt. organizations/Institutions :

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13. Annex two references:-

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14. Available infrastructure in your office:

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(Assignments: Approximate 5 - 10 drafts of Writ Petition/Affidavit in reply/ Para wise Remarks/ Written Statement/ Revision/ Appeal etc + Briefing of 2- 5 cases to the Government Pleader/ Presenting Officer/ Senior Advocate of District Court/ MAT/ High Court/ Supreme Court etc + Appearance in 2 - 5 cases before District Court/ High Court or other authorities + consultation in day-to-day work, Actual assignments may differ as per need)

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I \_\_\_\_\_ certify that the information contained in this application is correct and true to the best of my knowledge and belief.

Place:

Date:

Signature

(Name in Block Letters)