

Himachal Pradesh Micro & Small Enterprises Facilitation Council
Directorate of Industries, Majitha House, Shimla-2.
E-mail:- hpmsefc@gmail.com

Applications are invited for the engagement of Human Resource - Legal for HPMSEFC for a period up to 31.03.2027:

Post	Monthly Remuneration	Max Age Limit	Essential Qualification and Experience
Legal Consultant	Rs.80,000/-	40 Years	i) Law Graduate from a recognized Institute or University, with minimum 50% marks. ii) Minimum 2 (two) years of legal work experience in various Courts/Govt./Quasi-Judicial bodies including Tribunals with mandatory relevant experience of at least one year in dealing with MSME disputes, or arbitration and mediation matters. iii). Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.
Major Duties & Responsibilities			<ul style="list-style-type: none">• Assisting the HPMSEFC in all works relating to delayed payment references, including through Online Dispute Resolution portal, filed before the Council.• Assisting the MSEFC in legal processes and procedures involved in the working of HPMSEFC.• Identification of legal issues for adjudication.• Preparation of Case Summary, settlement agreements, daily orders, notices, awards and arbitral awards etc.• Any other work of legal nature assigned from time to time.

Desirous candidates may send their resume along with the self-attested copies of educational qualification and work experience certificates to the office of the undersigned within 15 days from publication of this notice. The position applied for should be clearly written on the envelope. The Terms of Reference can be downloaded from our website: - <https://emerginghimachal.hp.gov.in/>

s/d
Chairman,
Himachal Pradesh Micro & Small Enterprises Facilitation Council,
Majitha House, Shimla-2.

Terms of Reference for recruitment of Legal Human & Secretarial Human resources for MSEFCs under the ODR Scheme.

Under the revised Guidelines for MSE ODR Scheme, the component of 'Support to MSEFCs for ODR Implementation' provides for issue of grants to States/UTs for hiring (i) One Human Resource (Legal) - within a salary of Rs.80,000 pm and (ii) One or two Office/Secretarial resources (within a cost of Rs. 40,000/- per month).

2. The following Terms of Reference for recruitment of the two kinds of Human Resources for MSEFCs under the ODR scheme are proposed, which are in line with the Scheme guidelines:

(i) Human Resource (Legal) @ Rs. 80,000/- p.m.: Terms of reference

a. Duties and Responsibilities: -

- i. Assisting the MSEFC in all works relating to delayed payment references, including through Online Dispute Resolution portal, filed before the Council.
- ii. Assisting the MSEFC in legal processes and procedures involved in the working of MSEFCs.
- iii. Identification of legal issues for adjudication.
- iv. Preparation of Case Summary, settlement agreements, daily orders, notices, awards and arbitral awards etc.
- v. Legal research about the latest position of law and precedence of Hon'ble Supreme Court, High Courts etc,
- vi. Legal appreciation of MSMED Act, other laws /Acts that have a bearing on the case.
- vii. Assisting the MSEFC in handling court cases filed against the Facilitation Council before various courts of law.
- viii. Participating in the processes and interactions associated with the aforesaid, including workshops, trainings, capacity building programs, discussions, approval processes, etc., and preparation of presentations, notes, and other documents relating to the foregoing.
- ix. To act as the Point of Contact for resolution of legal and technical issues of the ODR portal.
- x. Any other work of a legal nature assigned from time to time.

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b. Eligibility and Remuneration:

Position	Qualification	Max Age limit	Post Qualification Experience	Remuneration per month (in Rs.)
Legal Consultant	Law Graduate from a recognised Institute or University, with minimum 50% marks.	40 years	Minimum 2 (two) years of legal work experience in various courts/ Govt./ Quasi-Judicial bodies including Tribunals with mandatory relevant experience of at least one year in dealing with MSME disputes, or arbitration and mediation matters. Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.	80,000/- (inclusive of taxes)