

**Advt. No. MGIRI/Admn/01/2017-18**

**Engagement of manpower/Services on Contractual Basis**

SN	Requirement	Qualifications and Experience	Main task to be done
1	<b>Consultant for Legal aid (contractual)</b>  <b>No. of post : 01</b>	Qualification : Graduate with LLB from any University,  Experience : At least 5 years experience in dealing with various civil, and other legal cases in the court of law. Experience of Govt. legal cases  Age : Not above 65 years	1.Dealing with all existing legal cases of the institute 2. Dealing with all civil, criminal and other matter related to institute in Lower Court and High Court 2.Assisting in finalizing the terms with various contractors and vendors for various services / purchases after considering all the financial and technical issues and the overall competitiveness of the contract.
2	<b>Consultant as Patent Attorney (contractual)</b>  <b>No. of post : 01</b>	Qualification : Ph. D./ M. Sc./ M. Tech. in any science / engineering subject ; Must have qualified as Patent Attorney with valid license for practicing as patent Attorney in the office of the Controller General of Patents, Designs and Trademarks. Desirable: At least 5 years experience in filing patents, designs, copyright and GI and other related matter.  Age : Not above 65 years	1. Guiding MGIRI in protecting its products, designs, documents, etc. 2. Writing designs, patents, copyrights, other related matter. 3. Filing patents, copyrights, designs with Controller General of Patents Designs and Trademarks. 4. Facilitating / opposing patents, designs, copyrights, etc for speedy approval in the patent office.
3	<b>Consultant for Civil works (contractual)</b>  <b>No. of post : 01</b>	Qualification : B.E. (Civil Engg.) / Diploma in Civil Engg.  Experience : At least 10 years experience in the design, estimate and execution of civil construction / maintenance work in Govt. / Semi-Govt. organisation.  Age : Not above 65 years	1. Project proposal, budgeting, overall guidance, for civil related work. 2.Preparation, submission and sanctioning of project estimates related to construction, and maintenance of building and other civil related work 3.Compliance of various tax related matter pertaining to municipal tax, building tax, etc 4. Liasioning with various local body, KVIC, CPWD related to land and building, maintenance, work order, etc 5.Prepartaion of work order, payment to the parties 6.Formulation of various guidelines and manuals relating to the overall construction, maintenance of building of MGIRI
4	<b>Consultant for Accounts, Tax Matter and Finance Related Matters</b>	Qualification : CA/ Law Graduate/Post graduate in Commerce .  Experience : Minimum 15 years experience in required Areas .	1.Overall Guidance in preparation and supervision of Books of Account with reference to GFR -2017 of Govt. of India and accepted accounting practices in India. 2.Guidence and assistance in Compliance relating to tax related matter Like GST, Income Tax, Profession Tax Etc.

	<b>(contractual) No. of post : one</b>	Age : Not above 65 years	3.Guidance and assistance in Compliance relating to FCRA, Maharashtra Public Trust Act etc . 4.Guidance and Assisting in finalizing the terms with contractors and vendors for various services/purchases after considering all the financial implications and the overall competitiveness of the contract . 5. Guidance and Assisting in submission of Budget, Quarterly Demands, UC as per GFR . 6. Guidance and assistance in Annual Audit and CAG Audit. 7. Guidance and Advice on the execution of MOU, Agreements , Contracts etc.
5	<b>Hindi Translator (contractual)  No. of post : one</b>	Qualification : Graduate in any subject with Hindi up to graduation level  Experience : Good working skill in Hindi translation, computer typing Age : Not above 65 years	1.Translation of material from Hindi to English and English to Hindi 2.Ministerial correspondence 3.Report preparation – monthly, Quarterly, 4.Arranging Hindi monthly program and Hindi training related work 5.Typing of Hindi report and letter

#### **Duration of the Assignment**

The assignment is envisaged to be for a period of one year or for shorter periods as per the need

#### **Additional Qualification of the personnel**

Among other things, the required personnel should broadly fulfil the following criteria;

- Should be an Individual of national and international repute having performed at the level of National Institutions / Enterprises.
- Should be an individual contributor and must be able to work with a team and should have executed works of this nature.
- Should successfully demonstrate the ability, and should have the key technical resources required to deliver on each point outlined in the table '**Main task to be done**'.

#### **Important information**

It is suggested to fill the application form annexed to this advertisement and carry the duly filled application form along with original documents on the date of interview at 9:30 AM.

- a) MGIRI reserves the right to cancel /re-advertise this consultant recruitment process if the necessity so arises.
- b) It also reserves the right to engage one or a panel of consultants part time / full time, depending upon the need and situation.
- c) It also reserves the right to cancel any post (s), depending upon the need and situation.
- d) The candidates should bring original certificate/ documents in support of the information in the Application form.
- e) Interview will be held at MGIRI, Wardha, address is mentioned in the letter head. The date of interview is indicated above. No TA and DA will be given to candidates for attending the interview. Lunch will not be provided at the interview date.
- f) The candidate should reach MGIRI at 9:30 AM on the date of interview. The interview will be held by the Selection Committee after scrutiny of the applications documents.
- g)

Wardha  
Date : 18/09/2017

**(Dr P. B. Kale)**  
**Director**

# **Mahatma Gandhi Institute for Rural Industrialization, Wardha**

## **APPLICATION FORM**

**(Please attach self attested copies of documents in support of your credentials)**

Applied for the Post of -----

- 1) Full Name (In capital letters) :  
(Surname) (First Name)
- 2) Father's /Husband's Name:
- 3) Date of Birth :
- 4) Sex :
- 5) Nationality :
- 6) Religion :
- 7) Whether belongs to SC/ST/OBC/OH :
- 8) Languages known (written and spoken) :
- 9) Present address with Pin Code Number, Phone No (with STD code), Mobile No., E-mail :
- 10) Permanent address with Pin Code number :
- 11) Educational Qualification :  
(in chronological order starting from minimum qualification)

S No	Name of the examination passed	Name of University/ Board	Year of Passing	Secured Marks/ Total Marks	Percentage of Marks/ Rank/ distinction

- 12) Experience in years :  
(Particulars of all previous and present employment are to be furnished)

S. No	Name of the organization with full address	Duration of work		Nature of work	Reasons for leaving
		From	To		

- 13) **Nature of present Employment: (Contract/ Permanent)**
- 14) **Whether working under State Govt. /Central Govt / Private firms / Self employed:  
(In case of a person working under the State or Central Govt. the application  
has to be routed through the respective offices)**
- 15) **Registration no. with statutory authority and its validity :  
(required in case of Chartered Accountant, Advocate,  
Patent Attorney, Civil Engineer, Architect)**

**DECLARATION**

I ----- hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation/ termination without notice or any compensation in lieu thereof.

Date:  
Place:

Signature of candidate