

No. 401/MPSAMC/908/HR/2022

Bhopal, Date: 02/05/2023

Appointment on the Post of Legal Assistant. Data Entry Operator/Stenographer & Driver in Madhya Pradesh State Assets Management Company Ltd.

Public Assets Management Department, Government of Madhya Pradesh has come into effect vide gazette notification dated 26.09.2020 with the objective to ensure efficient management and rationalization of public assets entrusted to it and support in augmenting government.

Public Assets Management Department, Government of Madhya Pradesh vide order no. PAM/433/2022/CP/208 Bhopal dated 28.03.2023 formulated M.P. State Assets Management Company Ltd. and approved various posts for the company.

M.P. State Assets Management Company Ltd. (MPSAMC) is a wholly Govt. owned company incorporated under the Companies Act 2013 having its registered office at Bhopal. To meet the manpower requirement of MPSAMC, invites applications from Law Graduate for the position of Legal Assistant on full time Contract Basis.

- To meet the man power requirement, Madhya Pradesh State Assets Management Company Ltd., intends to fill following **vacant posts on Contract basis initially for one year which can be further extended with mutual consent as per requirements of the MPSAMC**. The applications are invited from eligible candidates. The post wise and category wise vacancies to be filled are as under:

Sn	Name of Post & Salary	No. of Post	Remarks/ Qualification/ Experience
1	Legal Assistant (50,000 +EPF 13% Rs.6500/- P.M.) (Contractual)	Total-01 UR-01	<ol style="list-style-type: none"> Law Graduate from a Recognised University with Minimum 50% Marks Applicant must have been enrolled as in Advocate with Bar council of India/ State Bar Council in terms of Advocate's act 1961. Applicant Should have been a Practicing Advocate with 3 years Experience before any High court/ or Bench of the Central Administrative Tribunal in India or Having Working Experience of Minimum 3 Years as a Legal Profession with any PSU/Govt. Dept. or Statutory Organisation/ Authority. Professional Legal Skills in Drafting Submissions/ Proficiency in Language. Experience in Handling cases related to arbitration under Arbitration & Conciliation Act, 1996 and M.P. Madhyastham Act, 1983.
2	Data Entry Operator/Stenographer (As per Madhya Pradesh Contractual Rules. 7 th pay matrix level 6) (Contractual)	Total-01 UR-01	<ol style="list-style-type: none"> Graduate from a Recognised University with Minimum 50% Marks or equivalent Applicant Should Have Working Experience of Minimum 5 Years as a Data Entry Operator/Stenographer with any PSU/Govt. Dept. or Statutory Organisation/ Authority.

3	Driver (Fixed collector rate for Skilled category Rs. 18,000 P.M.) (Contractual)	Total-01 UR-01	1. Aspirants must have passed Class 10th from a recognized board or its equivalent 2. Candidates must have a valid driving license for heavy and light motor vehicles. 3. At least three years of experience is needed in driving light as well as heavy motor vehicles. 4. Aspirants should have some knowledge of motor mechanisms.
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2. **LAST DATE:-**

Applications in the required format only along with copies of certificates in support of age, **qualification**, experience, caste certificate, MP domicile certificate (if any) should be submitted through Email at info-pamd@mp.gov.in upto 06/05/2023 during office hrs.

3. **SELECTION PROCEDURE: -**

- All applications received from all the candidates shall be screened.
- The criteria regarding weightage for minimum qualification, additional qualification, experience in similar organization shall be as follows: -

Marking criteria of Legal Assistant

Sn.	Particulars	Max. Marks
A.	Professional Qualification	40
	Law Graduate (LL.B.)	30
	LL.M. (Corporate Law)	10
B.	Professional Experience on Equivalent Posts or Additional Qualification	50
	Minimum 5 Years	25
	05-08 Years	10
	08-10 Years	10
	10 years and above	05
	Total (A+B)	90

*10 Marks are reserved for the interview.

Marking criteria of Data Entry Operator/Stenographer

Sn.	Particulars	Max. Marks
A.	Professional Qualification	40
	Graduation	15
	Qualifying marks - 50% to 60%	05
	>60% to 70%	05
	>70% to 80%	05
	80% and above	05
	Computer Proficiency Certification Test (CPCT) Qualified English and Hindi Both	10
B.	Professional Experience on equivalent post as Data Entry Operator/Stenographer with any PSU/Govt. Dept. or Statutory Organization/ Authority.	30
	Minimum 5 Years	20
	5 years and above	10
C.	Typing skill test	20
	Grand Total Marks (Total of A+B+C)	90

*10 marks are reserved for interview.

Marking criteria of Driver

Sn.	Particulars	Max. Marks
A.	Professional Qualification	40
	Aspirants must have passed Class 10th from a recognized board or its equivalent	20
	Class 12th from a recognized board or its equivalent	20
B.	Experience in driving light as well as heavy motor vehicles.	35
	Experience of 3- 5 years	05
	Experience of 5 - 8 years	10
	Experience of 8 - 12 years	10
	12 years and above	10
C.	Knowledge of motor mechanisms.	05
D.	Driving Skill Test	10
	Total (A+B+C+D)	90

*10 marks are reserved for interview.

- c) The candidates shall be shortlisted maximum of 06 times the number of advertised post for interview. Short listing will be done according to the experience as well as higher qualification.
- d) Shortlisted candidates shall have to appear for the interview.
- e) The list of Short listed candidates alongwith the date of interview shall be displayed on the MPSAMC website www.pamd@mp.gov.in and will alwso be communicated through email, SMS, on the address/mobile number provided by the candidates.
- f) Final Selection shall be made on the basis of the marks obtained in (A) qualification (B) experience (C) interview.
- g) Based on the above said criteria, the candidate shall be selected for engagement on contract to the designated posts. The result or the list of selected candidates will be displayed on the website of MPSAMC. The Finally selected candidate will also be informed through email/SMS with the time period in which the candidate will have to appear at the HQs of MPSAMC for the contract agreement.

4. Age limit:

4.1. The maximum age of the candidates on the last date of application should be:-

- A. **Legal Assistant** - Max. age limit not more than 45 years
- B. **Data Entry Operator/Stenographer** - Max. age limit not more than 45 years
- C. **Driver** - Max. age limit not more than 50 years

Candidates belonging to SC/ST/OBC categories having M.P. domicile, Widow / Divorcee women shall get relaxation in upper age limit to an extent of five years

5. DOCUMENTS TO BE FURNISHED AT THE TIME OF INTERVIEW

The candidates short listed for interview, shall be permitted to appear for interview only after the verification of the following original certificates/documents about their eligibility:

- 5.1 Higher Secondary or High School Examination certificate in support of date of birth.
- 5.2 Certificate of Degree/Post Graduation Degree OR Mark sheet, from a recognized university.
- 5.3 Work experience certificate.
- 5.4 Caste certificate (in case of reserved category candidates) issued by Govt. Authority not below the rank of Sub-Divisional Officer.

- 5.5 Domicile certificate in case of candidates applying against reserved posts.
- 5.6 Candidates serving in Government / semi government / public sector should submit N.O.C. from the employer at the time of the interview, failing which the candidate will not be permitted to appear for interview.
- 5.7 Photo identity card (Passport / Driving license / Voter ID / Bank pass book) will be required for identity.
- 5.8 Proof of permanent address
- 5.9 Widow/Divorcee women candidate should submit an affidavit/a certificate.
6. MPRDC reserves the right to increase or decrease the positions (post) advertised and to fill / not fill them from the merit / waiting list. **MPSAMC reserves the right not to declare any waiting list.**
7. **TENURE OF CONTRACT:-**
Contract appointment shall be made for a period of one year and the same may be further extended as per the requirements of MPRDC with mutual consent.
8. **IMPORTANT DATES: -**

Details	Dates
Date of release of advertisement for the news paper	02/05/2023
Last date of submission of application	14/05/2023
Tentative date of publishing list of short listed candidates	18/05/2023
Date of interview	23/05/2023
Publishing of Selected Candidates list	26/05/2023


Note: - The above dates may vary, candidates may check website for any amendments made.

9. GENERAL INSTRUCTIONS: -

- 9.1 The Candidate should be an Indian National.
- 9.2 Applications not submitted in the prescribed format or incomplete in any manner will not be entertained.
- 9.3 Candidates working with the Government/Semi-Government/Public Sector, satisfying the eligibility criteria of education and age shall have to produce N.O.C. from their present employer at the time of interview, failing which they shall not be permitted to appear for the interview.
- 9.4 Any dispute arising out of the selection process shall be dealt within the jurisdiction of MPSAMC, Head Quarter i.e. Bhopal.
- 9.5 The candidates must possess sound health.
- 9.6 Candidate applying for the post should fill in the address and mobile number correctly. Candidates should check their mail and SMS regularly for future correspondence like result etc. of candidates.

- 9.7 The list of selected/candidates would be uploaded / conveyed on MPSAMC website and through E-mail and offer letter for successful candidates would be sent through Email. MPSAMC would not be responsible for not receiving the same in time due to postal delay/mistake
- 9.8 The candidates must produce original documents/certificates at the time of interview in support of their qualification and experience for verification.
- 9.9 The vacancies are tentative and may change at a later date according to the need of MPSAMC. MPSAMC reserves the right to fill or not to fill any/all of the positions and also to increase or decrease the positions.
- 9.10 The candidate shall be required to work anywhere in the jurisdiction of MPSAMC.
- 9.11 Age relaxation for ST, SC, OBC of M.P. domicile, Widow/Divorcee will be as per government rules.
- 9.12 The engagement letter to the candidates will be issued on the basis of merit list.
- 9.13 The successful candidate is required to execute contract agreement for his/her engagement with MPSAMC.
- 9.14 The candidates who have a third child born on or after 26.01.2001 are not eligible to apply unless twins are born after first child.
- 9.15 If any of the information given by the candidate is found incorrect, his/her candidature will be cancelled at any stage of selection and appointment.
- 9.16 **The candidates are required to ensure that no criminal case/enquiry is pending against them & their services have not been terminated on ground of financial/criminal liability. Services of Ex-Govt. employee, should not have been terminated or they should not have been compulsory retired from service. An affidavit in the matter shall be taken from candidate at the time of interview.**
- 9.17 The concerned candidates are solely responsible for submission of all certificates.

Note: - In case of any queries, the candidates may send e-mail to info-pamd@mp.gov.in or call CS (MPSAMC) on 0755-2550995



Managing Director
MPSAMC