

**THE B.E.S.&T. UNDERTAKING**

**FILLING IN THE POSTS OF ASSISTANT LEGAL ADVISER**

Applications are invited for filling in two posts of Assistant Legal Adviser in the Undertaking, the details of which are given below :-

- Designation, No. of Post & reservation : Assistant Legal Adviser – Two posts  
(One post for **Scheduled Caste category** and one post for **Open Category** )
- Qualifications : A Degree in Law of a Statutory University/Institution or an equivalent qualification.
- Essential Experience : Possess not less than 5 years actual practice in the Court of Law OR  
Possess 5 years administrative/executive experience of working in Law Firm / Law Department dealing with the Court matters of a Organization in Service Industry.
- Preferential Experience : i) Post Graduate in Law with Specialization in Labour Law / Commercial Law / Administrative Law / Civil Law;  
ii) Possess experience in conducting Electricity / Labour / Civil matters in the Court of Law;  
iii) Possess sound knowledge in drafting of Plaints and pleadings pertaining to Labour / Civil / Electricity matters;  
iv) Possess sound knowledge of Industrial and Labour Laws.
- Essential : Knowledge of Marathi is essential. The candidate should have passed the S.S.C. or equivalent or Higher examination with Marathi as subject of 100 or 50 marks (Higher level or lower level).
- Age : **As on 01.01.2015 - Not more than 40 years**  
(5 years relaxation in age will be applicable for the candidate belonging to Scheduled Caste Category).
- Pay Scale & Gross Emoluments : (Rs.12165-28100)  
(Approx. salary Rs.35,000/- per month)  
(Total emoluments includes Basic, Dearness Allowance, House Rent Allowance, Medical Allowance, Special Pay, Telephone Allowance, Travelling Allowance of Rs.1,400/- per month plus Free quota of Petrol of 75 ltrs. Per month, if a Motor Car is maintained while performing duties in the Undertaking or Rs.2,000/- per month if motor car is not maintained plus Provident Fund, Gratuity, Leave Travel Assistance and Ex-Gratia, if declared).

- Other facilities : i) **Quarters** : Suitable residential accommodation would be provided @ 2.5% of Basic Salary, if available. However, in that case, no House Rent Allowance will be paid.
- ii) **Encashment of Leave** : Facility of Encashment of Privilege and Casual Leave as per rules of the Undertaking framed from time to time.
- iii) **Garaging facility** : Officer's cars are washed, garaged, serviced and repaired in the Undertaking's Workshop at concessional rates.
- iv) **Petrol** : Petrol (in addition to free quota of 75 ltrs.) can be drawn on credit at the Undertaking's Petrol Pump by the Officers Maintaining Motor Cars, the cost being recovered through salary.
- v) **Bus Pass** : A Pass for free travel on Undertaking's Bus services will be issued.

Security Deposit : The selected candidates will have to pay **Security Deposit of Rs.10,000/- in Cash** at the time of their appointment and enter into **an agreement** with the Undertaking to serve the Undertaking **for a minimum period of 5 years**.

- NOTE:** 1) Preference will especially be given to the candidates who possess experience of handling the cases in Labour, Industrial, City Civil, MACT Courts and cases under Electricity Act and having hands on experience in drafting and pleading.
- 2) The candidate should furnish one copy each of the Application, Appeal, Petition and Written Statement or reply prepared and filed by them before the various courts during their practice for last 3 years alongwith the application.

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**Format of Application**

Application for the Post of :-  
**ASSISTANT LEGAL ADVISOR**

Affix recent Passport size photograph
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- i) Full Name in Block : \_\_\_\_\_  
Letters (Surname) (Name) Father's/Husband's name
- ii) Residential Address : \_\_\_\_\_  
& Contact No. \_\_\_\_\_
- iii) Date of Birth (Age on 01.01.2015) : \_\_\_\_\_
- iv) Caste : (Attach Caste Validity Certificate): \_\_\_\_\_
- v) Knowledge of Languages : \_\_\_\_\_
- vi) Details of Demand Draft : \_\_\_\_\_
- vii) Details of Educational Qualification :-

Exam. Passed & Year	University/ Institution	Class/Grade	Date of declaration of result

(Please enclose attested copy of Registration as Advocate with Bar Council)

- viii) Details of Total Experience (as on 01.01.2015):

Name of the Organization	Post held	Nature of duties/work carried out	Period	
			From	To

(Please enclose relevant documents)

- ix) Details of the copies attached in respect of specific cases filed in various courts for last 3 years :-

Sr. No.	Name of the Court i.e. LC/IC, City Civil, MACT, Electricity	Reference No. of Application, Appeal, Petition & Written Statement or reply prepared & filed	Year	Remarks

The above particulars are correct to the best of my knowledge and belief.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**Note :-**

- 1. Applications should be made on a plain paper alongwith attested photocopies of certificates/documents in support of age, qualifications, experience, Caste/Validity Certificate, etc. accompanied with a Demand Draft of Rs.200/- for Open Category candidate (Non-refundable) and Rs.100/- for SC Category candidate (Non refundable) drawn in favour of "The B.E.S.&T. Undertaking" and forwarded to the Dy.Chief Personnel Manager, Personnel Department, B.E.S.&T. Undertaking, BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001, within 30 days from the date of publication of this advertisement.
- 2. Incomplete / late applications shall not be accepted.

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