

MADHYA PRADESH MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED



Requirement of Senior Law Advisor and Law Advisor on contract basis

- A. Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited, Bhopal invites qualified and experienced candidates to be engaged as Senior Law Advisor (1 No.) and Law Advisor (2 Nos.)

Senior Law Advisor(SLA) (Job Code- SLA-001)

The Senior Law Advisor would be responsible for:

- a) Rendering legal advice on all matters such as Electricity, Revenue, Labour, Civil, Criminal and Taxation etc., to the company
- b) Defending cases for the company at various courts/tribunals/commissions.
- c) Preparing legal strategies in important cases/issues
- d) Vetting agreements/contracts
- e) Examining writ cases
- f) Preparing necessary defense and examining replies at various forums/courts.
- g) Examining notices served on the company
- h) Assisting in commercial functions, human resource functions and other functions on legal issues
- i) Ensuring legal compliance.
- j) Proactive legal action required in the interest of business of the Company.
- k) Preparing legal cases/caveat to be filed in various courts/forums against any defalcation/breach of contract agreement etc.

Eligibility:

The candidate must:

- a) Be a law graduate.
- b) Be registered for 10 years in any Bar Council.
- c) Have a practice of minimum 10 years or possess legal experience of 10 years.
- d) Be above 30 years of age and below 45 years of age.

Law Advisor (LA) (Job Code-LA-002) –

The Law Advisor would be responsible for:

- a) Operational work related to the legal activities of the company.
- b) Assisting Senior Law Advisor in tendering legal advice on all matters such as Electricity, Revenue, Labour, Civil, Criminal and Taxation etc., to the company
- c) Processing cases for and on behalf of the company at various courts/tribunals/commissions.
- d) Drafting various agreements/contracts, the company enters into.
- e) Drafting/processing writ cases.
- f) Preparing suitable documents for necessary defense.
- g) Preparing replies, drafts on court cases.
- h) Providing assistance in commercial functions & disputes, human resource functions and other functions on legal issues.
- i) Maintenance of files/ keeping records related to legal issues.
- j) Drafting cases to be filed by the Company in the interest of Company's business.

Eligibility:

The candidate must:

- a) Be a law graduate.
 - b) Be registered for 8 years in any Bar Council.
 - c) Have a practice of minimum 5 years or possess legal experience of 5 years.
 - d) Be above 25 years of age and below 35 years of age.
- B. The shortlisted candidates shall be called for an interview, the date of which shall be intimated in due course. The Company reserves the right to fill or not fill any of the vacancies.
- C. The selected candidates will be on a contract period for 3 years which shall be renewable as well as terminable based on performance. The candidate selected as Senior Law Advisor and Law Advisor may be offered a consolidated remuneration of upto Rs.50,000/- and upto Rs.30,000/- per month respectively.. A suitable performance based hike in remuneration may be considered from the second year onwards. Candidates working in the power sector shall be preferred.
- D. **How to apply** – Interested professionals who are eligible for the position should submit:
- (a) Their curriculum vitae neatly typed on A-4 sheet in English, highlighting personal details, qualifications, work experience, significant achievements

along with the name, details and telephone numbers of at least two appropriate references

(b) A covering letter mentioning in one paragraph why the candidate considered himself/herself suitable for the position

(c) Two recent passport size photographs.

Apart from the above any other document indicating achievements/appreciation may also be annexed alongwith the application.

E. The covering letter, curriculum vitae and photographs must be placed in an envelope subscribed with the subject title:

M.P.M.K.V.V.Co.Ltd.
Recruitment for: **Senior Law Advisor(SLA) / Law Advisor (LA)**
(Job Code- SLA-001) / (Job Code-LA-002)

and submitted to the following address on or before 10th September 2010 upto 5.30 p.m. Applications received after 10th September, 2010 shall be rejected outright.

General Manager (S)
M.P. Madhya Kshetra Vidyut Vitaran Company Ltd.,
Nishtha Parisar,
Govindpura, Bhopal (M.P)
Pin-462023,

