

## **HR Legal – February 2018**

(Reference: - Advertisement in the newspapers)

### **Dr. Babasaheb Ambedkar Research & Training Institute, Pune**

(An Autonomous Organisation of the Department of Social Justice and Special Assistance, Govt. Of Maharashtra)

**28, Queen's Garden, Camp, Pune- 411001**

**Ph.- 020-26333339/020-26333330**

**Website: <https://barti.in>**

### **CALL FOR APPLICATION**

Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune is an autonomous institute of Government of Maharashtra in the Department of Social Justice and Special Assistance. This Institute was established in the year 1978 under the name “**Dr. Babasaheb Ambedkar Samata Vichar Peeth**”.

The Memorandum of Association of this institute (available on website) clearly indicates how important and relevant the objectives of this institute are to the present day society.

This Institute is now developing constantly and making foray in the areas of “**Equity, Social Justice, Brotherhood, Removal of caste bias, Developing Scientific Temperament and Ethics and Moral Values and Scientific Research** in these areas.

**Here is an opportunity for the professionally competent and committed Legal Coordinator to contribute in court related issues, focused on above areas and bring about a positive change in the lives of disadvantaged sections.**

This Institute is in need of a lawyer purely on temporary and contractual basis, for a period of 11 Months.

Applications are invited from eligible candidates who possess the Essential Qualifications as mentioned below.

## **Notice Board**

**website : <https://barti.in>**

**Note:** The Director General of Institute reserves the right to increase or decrease the number of Vacancies mentioned above.

1. Candidates are required to make separate written prescribed Application Form for each position, if he / she wants to apply for more than one position.

**Applications received after last date 20.02.2018 will not be accepted.**

**Only shortlisted candidates will be allowed to appear for Interview. Such shortlisted candidates will be informed by SMS / Phone / E-mail about their selection for Interview.**

**In case of NOT ELIGIBLE, Candidates should not apply and their applications will not be entertained.**

2. The Candidates are required to bring original documents/ testimonials of the Educational Qualifications, Experience Certificates, Caste Certificate, Nationality Certificates PAN and / or other Identity Card at the time of interview.
3. Candidates will have to bear the cost of their travel, food and other expenses.
4. The selected candidate will be allowed to resume duties only after he/she agrees to the terms and conditions and submit the contract duly signed to the Registrar, BARTI, Pune.
5. For the selected candidates, the contract will be subject to evaluation of performance; contract may be extended if performance is found satisfactory.
6. **The Director General, BARTI, Pune reserves the right to terminate the services of the candidate on any day without any prior intimation and /or without giving any reason whatsoever.**
7. All the rights related to the notification, selection, termination, etc. are reserved with the Director General, BARTI, Pune.

Sd/-

**Kailas Kanse, (IPS)**  
**Director General**

Dr. Babasaheb Ambedkar Research and Training  
Institute, Pune.



# डॉ. बाबासाहेब आंबेडकर संशोधन व प्रशिक्षण संस्था (बार्टी), पुणे.

(महाराष्ट्र शासनाच्या सामाजिक न्याय व विशेष सहाय्य विभागाची स्वायत्त संस्था)



२८ क्वीन्स गार्डन, जुन्या सर्किट हाऊसजवळ, पुणे-४११ ००१. दूरध्वनी क्र. : ०२०-२६३४ ३६००/२६३३ ३३३०

● E-mail : [directorbarti@gmail.com](mailto:directorbarti@gmail.com) ● Website : <https://barti.maharashtra.gov.in> ● फॅक्स : ०२०-२६३३ ३५९६

Website: <https://barti.in/> ५९२

दिनांक :- ३१.०१.२०१८

## अर्ज मागविण्यात येत आहे (Call for Applications)

डॉ. बाबासाहेब आंबेडकर संशोधन व प्रशिक्षण संस्था बार्टी, पुणे मध्ये तात्पुरत्या स्वरूपात करार तत्वावर ११ महिन्यांच्या विहित अटी व शर्तीवर खालीलप्रमाणे मानधन तत्वावर कंत्राटी पद्धतीने मनुष्यबळ ठेवावयाचे असून त्यासाठी अर्ज मागविण्यात येत आहे.

अ.क्र.	विभाग	मनुष्यबळाचा प्रकार	आवश्यक व्यक्ती संख्या	एकत्रित मासिक मानधन
१	विधी शाखा	विधी समन्वयक	एकुण ४ (चार पदे) १. मा. मुंबई उच्च न्यायालयाच्या कामासाठी — १ पद (मुख्यालय मुंबई) २. नागपूर खंडपीठ— १ पद (मुख्यालय नागपूर) ३. औरंगाबाद खंडपीठ, औरंगाबाद — १ पद (मुख्यालय औरंगाबाद) ४. सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालयाच्या कामासाठी—१ पद (मुख्यालय, मुंबई)	४०,०००/-

**HR Position : 1**

<b>Human Resource Position</b>	:	<b>Legal Coordinator</b>
<b>No. of Position</b>	:	<b>4 (Four)</b>
<b>Honorarium</b>	:	<b>Rs. 40,000/- (Per Month, Consolidated)</b>
<b>Essential and Preferred Additional Qualifications</b> (Mumbai High Court-1 Post, Nagpur Bench – 2 Post, Aurangabad Bench- 1 Post) Department of Social Justice and Special Assistance, Mantralay, Mumbai Bench – 1 Post	:	<p style="text-align: center;"><b>Essential Qualifications:</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><b>Category A: – Through Open Competition</b></div> <ol style="list-style-type: none"><li>1. Law Graduate.</li><li>2. Must possess practical experience as an advocate in the High Court or subordinate Courts thereto, and / or service as a judge for a total period of not less than 07 years, or 5years’ experience as a Civil Judge or District Judge.</li><li>3. Preference to LLM candidate and District Judge.(Retired)</li><li>4. Age Limit - Not more than 55 Years as on 1 January, 2018. In case of retired judge relaxable</li></ol>
<b>Roles and Responsibilities</b>	:	<ol style="list-style-type: none"><li>1. To collect the information regarding matters filled by, on behalf of or against Government of Maharashtra through Secretary, Social Justice and Special Assistance Department or by or against the concerned Divisions / Sections of Social Justice and Special Assistance Department, including BARTI, before Hon’ble High Court or Sub ordinate Courts, Tribunals, etc. and intimate and provide such information to respective Authorized Officer of Social Justice and Special Assistance Department or concerned Divisions / Sections thereunder and Director General, BARTI, Pune.</li><li>2. To Co-ordinate between Government Pleader or Presenting Officer andthe Government, through Social Justice and Special Assistance Department and Director General, BARTI, Pune.</li><li>3. To assist and guide the Law officer of concerned Department, for drafting Affidavit in reply, Writ Petition, Civil Application, Appeal etc.</li><li>4. To take care for filling reply within given time, with all necessary documents.</li><li>5. To brief Government Pleader or Presenting Officer appointed in matter.</li><li>6. To remain present in the Hon’ble High Court or Tribunal, along with Government Pleader or Presenting Officer as the Case may be, on due date, at the time of hearing of the matter.</li></ol>

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|  | <ol style="list-style-type: none"><li>7. To communicate the interim and final orders/ judgments to concerned offices and if necessary, to Hon'ble Secretary, Social Justice and Special Assistance Department and Director General, BARTI, Pune.</li><li>8. To make efforts, for compliance of directions of Courts or Tribunals, given through the orders or judgments, within prescribed time limit, by requesting concern officers. In order to avoid contempt proceeding, to see that Court directions are duly complied within prescribed time.</li><li>9. To track the progress of each matter and as and when matters come up for hearing, to intimate the concerned officer in advance, about the same.</li><li>10. To take initiative for early disposal of Court matters.</li><li>11. To issue notice or notice reply on behalf of BARTI, Pune in legal matters and to appear before the Subordinate Courts, Industrial Courts etc. as and when required.</li><li>12. To act as per directions issued from time to time, by the Secretary, Social Justice and Special Assistance Department and Director General, BARTI, Pune</li><li>13. For the posting in Mantralaya, Mumbai, in addition to above point Nos. 1 to 4, 7 to 9;<ol style="list-style-type: none"><li>1. To deal with the matters filed by or against the Government through, Social Justice and Special Assistance Department in Hon'ble Bombay High Court at all three Benches as well as in Tribunals all over the Maharashtra including preparation of Affidavit in reply, to do necessary correspondence, to follow up the matters, to maintain update list of the matters, etc.</li><li>2. To submit the list to the Secretary, Social Justice and Special Assistance Department, regarding weekly matters likely to be on the board before the concerned Courts.</li><li>3. To act as per directions issued from time to time, by the Secretary, Joint Secretary and Under Secretary, Social Justice and Special Assistance Department.</li></ol></li></ol> |
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# APPLICATION FORM

Photo

1)	<b>Human Resource Position</b>	
2)	<b>Name of the Candidate (Starting with surname)</b>	
3)	<b>Father's Name</b>	
4)	<b>Date of Birth</b>	
5)	<b>Sex :-</b>	
6)	<b>Category (SC/ST/VJNT/OBC/OPEN)</b>	
7)	<b>Permanent Address</b>	
8)	<b>Address for Correspondence</b>	
9)	<b>Mobile &amp; Landline Number</b>	
10)	<b>E-mail Id</b>	
11)	<b>Bar Council Registration No.</b>	

12)	<b>Educational Qualifications (Starting From Secondary School Examination)</b>		
	<b>Examination</b>	<b>Year of Passing</b>	<b>% of Marks/ Grade/ CGPA</b>
i.			
ii.			
iii.			
iv.			
v.			

vi.			
<b>Sr. No.</b>	<b>Diploma / Certificate</b>	<b>Subjects</b>	
	<b>Other (Please Specify)</b>		

<b>12)</b>	<b>Work / Practice Experience (Please mention all assignments and work experience obtained so far)</b>			
Name of Department / Office	Post Held	Roles & Responsibilities	Period	
			Years	Months
<b>Knowledge of Computer :-</b>				

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**Note:-**

- 1) If the space provide in this format is not sufficient, please provide the information on separate page.
- 2) Please attach photo copies of document/ testimonials along with this application form.
- 3) Please paste two passport size photos along with this form.

**Undertaking**

I understand that the Human Resource Position is only for the initial period of 11 months on contract basis, which can be extended for two more terms, each of 11 months. I have read the Roles and Responsibilities. I accept the term and condition that in case I am selected, my services can be terminated any time, without prior notice and without giving any reason, whatsoever.

**Place :**

**Date :**

**Name & Signature of the Candidate**