

MAHARASHTRA CO-OPERATIVE DEVELOPMENT CORPORATION LIMITED

Regd Office : Ground Floor, Sakhar Sankul, Shivaji Nagar Pune

Email: hopune@mahamcdc.com

Phone:(020)25537617

Website: www.mahamcdc.com

MAHARASHTRA CO-OPERATIVE DEVELOPMENT CORPORATION

(Government of Maharashtra Owned Company)

Sakar Sankul, Shivajinagar, Pune-411005.

CIN : U65191PN2000SGC015260

Phone: 02025537617

email: hopune@mahamcdc.com

Notice Inviting Applications of Advocates

Maharashtra Co-operative Development Corporation (MCDC), Government of Maharashtra owned Company intends to hire **Legal Professional (Advocates)** having requisite professional skills & experience of at least 5 years in the field of cooperatives and companies Act with preferable experience in cooperative banking for handling legal assignments of the Company on task/ case basis for empanelment at MCDC Pune Head Office situated at Sakhar Sankul Shivaji Nagar.

Qualification and Experience: -Please refer to website sahakarayukta.maharashtra.gov.in & www.mahamcdc.com

Interested candidates are required to send their application in prescribed format (available on above mentioned website) together with self-attested supporting educational and experience credentials **on or before 07 June 2019 latest by 05:00 PM** at above mentioned registered office address of company. All subsequent notifications, changes and amendments will be posted only on sahakarayukta.maharashtra.gov.in & www.mahamcdc.com

Date: 21/05/2019

Sd/-

Managing Director
Maharashtra Co-operative Development
Corporation Ltd., Pune.

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Empanelment of Advocates

Maharashtra Co-operative Development Corporation (MCDC), a Government of Maharashtra owned Company intends to hire legal professionals (Advocates) having requisite professional skills & professional experience of at least five years in the field of Cooperatives and Companies Act with preferable professional experience in cooperative banking for handling legal assignments of the Company on task/ case basis for empanelment at MCDC Pune Head Office situated at Sakhar Sankul Shivaji Nagar.

Qualification and Experience:- Please refer to websites sahakarayukta.maharashtra.gov.in & www.mahamcdc.com

The candidates shall be shortlisted on the basis of their qualification, knowledge & ability to work in a government company. The selection process shall consist of personal interview by the competent selection committee at a date to be intimated to the shortlisted candidates later. Interested candidates are required to send their applications in prescribed format (available on above mentioned website) together with self-attested supporting educational and qualification credentials on or before of 07 June 2019 latest by 05:00 PM at the registered office address of the Company. All subsequent notifications, changes and amendments pertaining to this recruitment advertisement shall be posted only on sahakarayukta.maharashtra.gov.in & www.mahamcdc.com

1. Eligibility

The Advocates having professional experience of at least five years in the field of Cooperatives and Companies Act with preferable experience in Cooperative banking for handling all legal assignments of the Company on task/ case basis. The candidates should also possess professional knowledge and should be conversant with matters relating to Service, Labor, Industrial, Land, Encroachment and Civil matters. Attested copies of the following documents required to be submitted with application.

- (i) School leaving certificate in support of age
- (ii) Certificates in support of educational qualifications
- (iii) Registration with Bar Council/Bar Association
- (iv) Copies of empanelment with other Organizations, if any
- (v) Certificate of acceptance of all terms and conditions mentioned in this advertisement.
- (vi) Certificates and other certified documents from Bar Association/s supporting professional experience

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2.General Terms and Conditions

- a) The advocate shall not necessarily be empanelled as per his demand for specific court and shall accept the work assigned to him. Refusal by any advocate to accept any work otherwise than on grounds of conflict of interest, may entail removal of such advocate from the panel.
- b) MCDC reserves the right to entrust any case to any other pleader.
- c) The advocate/legal Advisor shall be paid T.A. and D.A. as admissible under the existing Maharashtra State Government Rules to Class-I officer as and when he shall be directed in written to under-take journey for the specific matter assigned to the concern Advocate/ Legal Advisor.
- d) The initial empanelment shall be for **one year**. Performance of empanelled advocates shall be reviewed from time to time and extension for one year from thereafter shall be given if the performance is satisfactory.
- e) MCDC reserves right to terminate the empanelment of any advocate before tenure at any time by giving 30 days' notice by assigning appropriate reason of termination.
- f) The impaneled Advocates shall not delegate / assign cases to others person. He must himself deal with the matter assigned to him/her.
- g) It is the responsibility of the appointed/ empanelled advocate to attend personally all the matters. Attendance by his Assistant, Junior or Co-worker is not acceptable.
- h) The advocate should communicate the developments of assignment or matters assigned to him/her. In case of the final order passed by the Court in any such matter or such legal cases the certified copies of Court orders must be supplied immediately.
- i) The empanelled Advocate should have proper and adequate infrastructure such as office premises, mobile phone, internet connection, Printer etc.
- j) After empanelment, it is mandatory to submit a monthly report to MCDC on or before 15th of every month in the following format regarding the matters assigned/ allotted to the advocate.

Monthly Report format for Non-Litigation Matters

Sr. No.	Matter Details	Brief information	Present Status	Final Report/Remarks

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Monthly Report format for Litigation Matters

Sr. No.	Case Number & its Details	Name of the parties	Brief case Details	Present Case Status	Final Disposal of the Case		Merit of the case for Appeal
					In Favour of MCDC	Against the MCDC	

k) After completion of one year, performance review shall be taken and after review of continuation shall be decided.

l) In case of any doubt or dispute regarding appointment, terms and conditions, fees, the decision of the Managing Director, MCDC shall be final and binding.

3. Payment of Fee and Other Conditions-

Sr. No.	Services	Consultancy Charges/case	Reporting Authority
1	Drafting and Vetting of Agreement	1000*	MD MCDC
2	Verification of Title deed and issuing Title verification /Search Report	2000*	
3	Registration of various Agreements before the appropriate authorities	3000*	
4	Cases filed before various Recovery Tribunal & Arbitration Cases	6000**	
5	Consumer cases (if any)	3500**	
6	Civil / Criminal Cases	7000**	
7	Legal Advice in Specific matter	1500**	
8	Legal Advice in court case	2000*	
9	Professional Fees for High Court Cases	10000*	

Note: * means Charges Excluding of all expenses / Disbursement

** means Charges Inclusive of all expenses

A: Advocate professional fee for identical matter will be 50% of that mentioned above.

B: Payment of fee will be done in slabs given below :-

Sr. No.	Level	% disbursement of professional fee	Miscellaneous fee
1	Admission	50%	-
2	Affidavit filing and completion of first hearing	25%	100%
3	Final disposal	25%	-
	Total	100%	100%

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4. Travelling allowance: -

The legal advisor shall be paid T.A. & D.A. which is admissible as per the MCDC & Stage Govt. Norms to Class-I Officer as and when he shall be directed in written to undertake journey for the MCDC assignments.

5. Process of selection-

The empanelment shall be done on the basis of qualification, experience & face to face interview basis only.

MD - MCDC, Pune reserves all the rights to add/delete or change any of the above condition or fees structures. No complaint shall be entertained regarding this at all.

The advocates/firm of advocates may submit their application in an envelope superscripting "Application for Empanelment of Advocates" in proforma mentioned below (Annexure-A) and should reach before _____ to the MD- MCDC, Sakhar Sankul, Ground Floor, Shivaji Nagar, Pune.

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ANNEXURE - A

Application Form for Empanelment of Advocates with Maharashtra Co-Operative Development Corporation Limited

Please affix recent
Passport size
photograph
(In case of
Individual)

Name of the Advocate/Firm of Advocates	
Constitution of the Applicant (Strike out whichever is not applicable)	Individual / Partnership Firm
Full address of the Advocate / Firm of Advocates	
Contact Number (mobile numbers)	
Fax Number (If any)	
Email ID	
Website (If any)	
Date of Birth/Incorporation (In case of Individual please mention date of birth. In case of other than individual please mention date of incorporation, etc.)	
PAN Number of the Advocate/Firm & Its Partners/Company/	
Service Tax Registration Number of the	
Educational Qualifications of the Advocate or Partners	
Enrollment details with Bar Council (Copy to be attached)	
Details of past experience (If required, a separate sheet may be attached)	
Nature of cases handled(Please attach full profile separately)	

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Experience in title verification cases in cooperative Banking/FIs/HFCs etc.& experience of working in NBFC (If required, a separate sheet may be attached – Please specify in what capacity dealt with the title cases)	
Number of employees on roll (Including permanent and temporary – In case of firms only)	
Choice of Area Office / Business Centre	
Any Other Information (If required, a separate sheet may be attached)	

I / We hereby declare that all the particulars and information as given above are true, correct and complete to the best of my / our knowledge and belief. I/We also understand that in the event of any information being found false, incorrect or incomplete, MCDC shall have the right to terminate my/our empanelment as the Advocate without assigning any reason thereof.

Date:

Place:

Signature/s

(In case of a firm, signature of at least 2 partners should be made with seal)