

PUBLIC NOTICE

District Level Micro, Small Enterprises Facilitation Council (MSEFC), Rupnagar invites applications from eligible persons to engage One (1) Legal Consultant and Two (2) Human Resource (Office/Secretarial) resources under the MSE-ODR Scheme to be part of Micro & Small Enterprises Facilitation Council (MSEFC) Rupnagar. The appointment will be purely on the contract basis from the date of joining up to March 2027. Selection of candidates would be on basis of the academic performance and interview based merit.


Eligibility Criteria for the above said posts is mentioned below.

Position	No. of Posts	Qualification	Max. Age Limit	Post Qualification Experience	Remuneration (per month in Rs)
Legal Consultant	01	Law Graduate from recognized Institute/University with minimum 50% marks	40 Yrs.	-Minimum 02 years of legal work experience in various courts/ Govt./Quasi Judicial bodies including Tribunals with mandatory relevant experience of at least one year in dealing with MSME disputes or arbitration and mediation matters. -Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.	Rs. 80,000/- per month
HR (Office/Secretarial)	02	Graduate in any discipline from recognized University/Board	40 Yrs.	- 02 years experience in handling data entry - Experience of Computer Skills, web surfing including data processing and interpretation using excel software	Rs. 20,000/- per month for each resource

Applications addressed to Chairman, MSEFC, Rupnagar along with self-attested copies of qualifications and experience certificates may be submitted by 30.06.2026 up to 01:30 PM at office of GMDIC , Room no 343-345 District Administrative Complex , Rupnagar or through email gm.dic.rop@gmail.com.

- Conditions:-
1. There is no provision for TA/DA, increment or any other allowances.
 2. The Sunset date for above said MSE ODR Scheme is March 2027.
 3. The competent Authority/Committee reserves all the rights regarding the above said recruitment and the decision taken by competent Authority/Committee shall be final.

-Sd-
Chairman DL-MSEFC
Rupnagar


General Manager,
District Industries Centre,
Roop Nagar.

District Industries Centre Rupnagar
Performa

Application for the Post of Legal Consultant / HR (Office/Secretarial)

Vacancy Name: _____

Candidate Name: _____

Father's Name: _____

Sex (Male/Female): _____

D.O.B: _____

Category (SC/BC/GEN): _____

Address of Candidate: _____

Phone No. Candidate: _____

Email ID of Candidate: _____

Educational Qualification

Sr. No	Qualification	School / College Details	Board / University	Passed Year	% of Marks
1	Class 10th				
2	Class 12th				
3	Diploma				
4	Graduation				
5	Post Graduation				
6	Any Other				

Work Experience


Sr. No	Work Experience	Organization Name	Designation Name	From Date to Date	Total Time

ਤਸਦੀਕ

ਮੈਂ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਲਿਖੇ ਤੱਥ ਬਿਲਕੁਲ ਸਹੀ ਅਤੇ ਦਰੁਸਤ ਹਨ। ਮੈਂ ਇਸ ਵਿੱਚ ਕੋਈ ਵੀ ਤੱਥ ਨਹੀਂ ਛੁਪਾਏ ਹਨ। ਮੈਂ ਉਪਰੋਕਤ ਅਸਾਮੀ ਮੁਤਾਬਕ ਸਾਰੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ।

ਮਿਤੀ-

Signature of Candidate


General Manager,
District Industries Centre,
Roop Nagar.