



**M.P. RAJYA VAN VIKAS NIGAM LTD.**

VAN BHAWAN, Block-C, 1st Floor, Link Road No. 2,  
Tulsi Nagar, Bhopal (M.P.) - 462 003

**Hiring of Experts and Legal Assistant on Contract Basis**

Madhya Pradesh Rajya Van Vikas Nigam Ltd. seeks to avail the Services of 1 (One) Expert, having Commerce Degree and having MBA with 60% marks and minimum 03 years of experience in Forestry/Management/Finance/Marketing in any Govt./PSU/MNC.

Additionally Nigam seeks to avail the Services of 01 (one) Legal Assistant having L.L.B. with 60% marks and minimum 02 years of experience in Legal issues related to GST, Income Tax, Establishment, Labour Court etc.

These posts are purely temporary in nature. The terms of contract, selection process, application form, etc. can be viewed on our website [www.mpsfdc.com](http://www.mpsfdc.com). Interested candidates are required to submit their duly filled-in application form in PDF format with self attested true copies. The last date for receiving application only through e-Mail ([mdrvvn@mp.gov.in](mailto:mdrvvn@mp.gov.in)) by 12.11.2025 till 06:00 P.M.

M.P. Madhyam-----

Managing Director



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LTD.**  
**VAN BHAWAN', Block-C, 1st Floor, Link Road No. 2, Tulsi Nagar, Bhopal (M.P.) - 462003**  
Phone : 2674204  
Website: www.mpsfdc.com

**Sub: Terms & Conditions for contractual engagement of Legal Assistant**

MPRVVN Ltd. Intends to engage personnel on contract basis for specific need/work and for specific time period(s).

The regulations, terms and conditions for contract engagement are detailed hereunder:

**1. Nature of Contract:**

- (a) The contract engagement shall be limited to the number and positions defined (contract/outsourced) as per the approval of the Board of Directors.
- (b) Initial engagement shall be for a period of 1 year.
- (c) All contracts shall be for a specific period from the date of joining/reporting.
- (d) The contract may be extendable for a period of one year, so on & so forth based on overall performance.

**2. Selection Process:**

- (a) Application shall be invited by issue of Advertisement in Newspaper.
- (b) If applications are incomplete, or without applicant's signature or not in prescribed format the same will be rejected
- (c) For Hiring the Legal Assistant, a Selection Committee shall be constituted by the Managing Director. The Selection Committee shall have such members as may be deemed necessary by the Managing Director.
- (c) Legal Assistant may be engaged on contract by operating the waiting list, if the company so deems fit, against the positions required.
- (d) The mode of inviting applications only through e-Mail ([mdrvvn@mp.gov.in](mailto:mdrvvn@mp.gov.in)) by date 12.11.2025 till 06:00 P.M. Interested candidates are required to submit their duly filled-in application form in PDF format with self-attested true copies. Application received after the schedule date & time is liable to reject.
- (e) Eligible candidates will be short listed by the applications and called for interview. Selection shall be made after taking interviews of the applied candidates & finalised on the recommendations of the committee constituted by the Managing Director based on final merit list.
- (f) The Competent Authority reserves the right of amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reasons or giving notice.

**3. Qualification and Age:**

The qualification for the positions on which engagement of contract is being executed shall be the basic professional qualification for which they are engaged. The maximum age limit for applying is 45 years as on 01.11.2025.

**Basic Qualification :**

| Sr. No. | Post            | No. Of Post | Minimum Qualification        | Required Minimum Experience                                                              |
|---------|-----------------|-------------|------------------------------|------------------------------------------------------------------------------------------|
| 1.      | Legal Assistant | 01          | L L B with minimum 60% marks | Minimum 2 years post qualification experience in Law related cases of different sectors. |



#### 4. Remuneration.

Selected Legal Assistant shall receive a fixed remuneration which shall be ₹ 40,000/- per month in the 1<sup>st</sup> year.

#### 5. Authorities:

- a) Controlling Officer of the Legal Assistant so engaged, shall be Managing Director.
- b) Reporting Officer/Officer-in-Charge of the Legal Assistant so engaged on contract shall be an officer not below the rank of Addl. PCCF/General Manager who shall be delegated by the Managing Director.

#### 6. General Conditions of Contract

- i. **Employees Provident Fund:** All Legal Assistant engaged on contract basis shall be covered under Employees Provident Fund Act.
- ii. **TA/DA:** Legal Assistant engaged on contract shall be entitled for TA/DA as per Class II of the employees of the Nigam.
- iii. **Accommodation:** No Accommodation shall be provided by the Company.
- iv. **Medical benefit:** No Medical benefits shall be given as per the Company.
- v. He/She shall have to submit medical fitness certificate as per the Nigam's Service Rules, at the time of reporting or within 15 days of joining and if he/she is not found fit for the job, he/she will not be permitted to join the company and the contract order shall stand cancelled.
- vi. **Joining:**
  - i. Minimum 7 days joining time shall be given from the date of despatch of letter of intent, failing which the letter of intent will stand cancelled without further communication in the matter.
  - ii. The Legal Assistant engaged on contract on full time basis will be required to work anywhere in the jurisdiction of MPRVVN Ltd. and shall not to be allowed to work anywhere else/ take-up assignments except in MPRVVN during the tenure of contract.
- vii. **Contract Agreement Cum Surety Bond:**
  - i. Personnel engaged on contract shall have to execute Contract Agreement Cum Surety Bond for an amount indicated in Annexure-2.
  - ii. The contract agreement cum surety bond shall be valid during the period of contract and even after its renewal.
  - iii. The Surety should have his/her Permanent Income Tax Account Number (PAN) which should be indicated in the Bond, legible under his/her signature. The Surety should also attach a photocopy of his/her PAN Card and proof of address, duly attested by a Gazetted Officer.
  - iv. He/She shall have to submit medical fitness certificate as per the Nigam's Service Rules, at the time of reporting or within 15 days of joining and if he/she is not found fit for the job, he/she will not be permitted to join the company and the contract order shall stand cancelled.
- viii. **Leave:**
  - i. List of Holidays will be notified every year by the Company. The person engaged on contract shall be eligible to avail notified holidays.
  - ii. 13 days casual leave, 3 days optional leave with prior intimation  
**No leave of any other kind except as specified above shall be granted.**



- ix. **Training:** The Training may be imparted as per the directions of the Managing Director.

**7. Terms of Contract Engagement:**

- i. Job description: The person liable to take all the legal issues related to GST, Income Tax, Establishment, Labour court etc. Any other relevant cases assigned by the Managing Director.
- ii. His/Her contract assignment is purely on temporary basis and the persons engaged on Contract shall have no rights whatsoever to claim for appointment on regular basis in MPRVVN Ltd. The contract can be terminated by either side on serving one month notice or one month remuneration in lieu thereof without assigning any reason.
- iii. The conduct of persons engaged as Legal Assistant on contract should not be unbecoming of the job assigned.
- iv. He/She shall keep high standard of efficiency, sincerity, integrity, secrecy and full devotion and his/her general conduct should be befitting to the job he/she is engaged for, any violation of which shall be deemed to be misconduct during the contract period and may lead to termination of contract on payment of one month's remuneration without issuing any notice.
- v. He/She will be engaged on full time basis. He/She shall not engage himself/herself in any other employment either honorary or otherwise during the period of contract.
- vi. In case during the course of contract, any information given by him/her is found false or Incorrect, the contract engagement will be deemed void ab-initio and liable for termination without any notice or compensation in lieu of notice and appropriate legal action shall also be taken.
- vii. He/She shall not participate in any employee related union/organization during the contract period. In case of violation of this clause, it will be treated as breach of agreement and his/her contract shall be liable for termination.
- viii. The person engaged on contract shall observe secrecy and in no way divulge or disclose to any person(s) whatsoever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her contract period with the employer either in relation to its work, business or its customers.
- ix. The person engaged on contract shall not commit or cause to be committed any waste, damage or other injury to the property and / or goods of the employer nor shall he/she lend any such property or goods to any person(s) without the permission of the Management of the Nigam.
- x. During the period of contract engagement, the person on contract shall abide by the Rules and Regulations governing conduct of the employees of the Nigam. As may be made applicable/ amended from time to time by the Company.
- xi. The person on contract shall be required to perform the work as may be assigned from time to time.

**8. Legal Action:**

- i. In the event of breach of contract, save as provided herein above, the "Person engaged on Contract" shall be liable to pay compensation for an amount of ₹ 1,00,000/- immediately on demand and compensation for liquidated/un-liquidated damages as may be determined by the Company in the circumstances.
- ii. In case the Legal Assistant engaged on contract does not comply with the terms and conditions contained in the letter of intent/ contract agreement or the rules and regulations of the employer or the covenants contained in this contract agreement, the employer will be at liberty to initiate appropriate legal action.



- iii. At the time of joining the candidate must bring an affidavit stating therein that there is no Criminal case pending against him/her.
  - iv. The person engaged on contract shall also be liable to compensate for causing damages to the property of the Company entrusted to him/her or otherwise. The company shall have the right to recover such damages.
  - v. In the event of breach of contract, save as provided herein above, the "Person engaged on Contract" shall be liable to pay compensation for an amount as indicated in Annexure-2, immediately on demand and compensation for liquidated/un-liquidated damages as may be determined by the Company in the circumstances.
  - vi. **Power to terminate contract:** The power to terminate the contract shall rests with the Managing Director.
  - vii. **General Power to amend:** The Company may at any time and on such terms as it may think fit amend any provision of these Regulations for the purpose of meeting the objectives with which these Regulations have been framed.
9. **Saving Clause:** The Nigam shall have a right to add or amend or substitute any of the terms and conditions mentioned herein above.

Nothing In these provisions shall bar the Nigam from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Nigam, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems It necessary or expedient to depart from the procedure prescribed in the regulations. The final authority shall rest with the Managing Director of the Nigam



(ON NON JUDICIAL STAMP PAPER WORTH RS.500/- ONLY)

**CONTRACT AGREEMENT,**

THIS AGREEMENT made on ..... day of Month of ..... Two Thousand and ..... , BETWEEN: the Addl. Managing Director of the Madhya Pradesh Rajya Van Vikas Nigam. Ltd. (MPRVVN Ltd.), a Nigam incorporated under the Companies Act 2013 (Earlier Companies Act 1956) having its Registered Office at VAN BHAWAN', Block-C, 1st Floor, Link Road No. 2, Tulsi Nagar, Bhopal (M.P.) - 462003 hereinafter called the "Employer" (Which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART AND Shri....., Son/Daughter of Shri ..... Resident of.....hereinafter called the "Person on Contract", (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the SECOND PART:

WHEREAS the Person on Contract has been selected by the Employer as a Person on Contract ..... , vide its Letter of Intent No. ...., Bhopal dated .....with a view to utilize his/her service with the Nigam, whose offer has been Unequivocally accepted by the person Legal Assistant on contract.

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:-**

The regulations, terms and conditions for contract engagement are detailed hereunder:

**1. Nature of Contract:**

- (a) The Initial engagement shall be for a period of 1 year from the date of joining/reporting.
- (b) The contract may be extendable for a period of one year, so on & so forth based on overall performance.

**2. Remuneration.**

Selected Legal Assistant shall receive a fixed remuneration which shall be ₹ 40,000/- per month.

**3. Authorities:**

- a) Controlling Officer of the Legal Assistant so engaged, shall be Managing Director.
- b) Reporting Officer/Officer-in-Charge of the Legal Assistant so engaged on contract shall be an officer not below the rank of Additional PCCF/ General Manager who shall be delegated by the Managing Director.

**4. General Conditions of Contract**

- i. **Employees Provident Fund:** All Legal Assistant engaged on contract basis shall be covered under Employees Provident Fund Act.
- ii. **TA/DA:** Legal Assistant engaged on contract shall be entitled for TA/DA as per Class II of the employees of the Nigam.
- iii. **Accommodation:** No Accommodation shall be provided by the Company.



- iv. **Medical benefit:** No Medical benefits shall be given as per the Company.
- v. **Joining:**
  - i. Minimum 7 days joining time shall be given from the date of despatch of letter of intent, failing which the letter of intent will stand cancelled without further communication in the matter.
  - ii. The Legal Assistant engaged on contract on full time basis will be required to work anywhere in the jurisdiction of MPRVVN Ltd. and shall not be allowed to work anywhere else/takeup assignments except in MPRVVN during the tenure of contract.
  - iii. He/She shall have to submit medical fitness certificate as per the Nigam's Service Rules, at the time of reporting or within 15 days of joining and if he/she is not found fit for the job, he/she will not be permitted to join the company and the contract order shall stand cancelled.
- vi. **Contract Agreement Cum Surety Bond:**
  - i. Personnel engaged on contract shall have to execute Contract Agreement Cum Surety Bond for an amount indicated in Annexure-2.
  - ii. The contract agreement cum surety bond shall be valid during the period of contract and even after its renewal.
  - iii. The Surety should have his/her Permanent Income Tax Account Number (PAN) which should be indicated in the Bond, legible under his/her signature. The Surety should also attach a photocopy of his/her PAN Card and proof of address, duly attested by a Gazetted Officer.
  - iv. He/She shall have to submit medical fitness certificate as per the Nigam's Service Rules, at the time of reporting or within 15 days of joining and if he/she is not found fit for the job, he/she will not be permitted to join the company and the contract order shall stand cancelled.
- vii. **Leave:**
  - i. List of Holidays will be notified every year by the Company. The person engaged on contract shall be eligible to avail notified holidays.
  - ii. 13 days casual leave, 3 days optional leave with prior intimation

**No leave of any other kind except as specified above shall be granted.**
- viii. **Training:** The Training may be imparted as per the directions of the Managing Director.

## **5. Other Terms of Contract Engagement**

- i. Job description: The person liable to take all the legal issues related to GST, Income Tax, Establishment, Labour court etc. Any other relevant cases assigned by the Managing Director.
- ii. His/Her contract assignment is purely on temporary basis and the persons engaged on Contract shall have no rights whatsoever to claim for appointment on regular basis in MPRVVN Ltd. The contract can be terminated by either side on serving one month notice or one month remuneration in lieu thereof without assigning any reason.
- iii. The conduct of persons engaged as Legal Assistant on contract should not be un-becoming of the job assigned.



- iv. He/She shall keep high standard of efficiency, sincerity, integrity, secrecy and full devotion and his/her general conduct should be befitting to the job he/she is engaged for, any violation of which shall be deemed to be misconduct during the contract period and may lead to termination of contract on payment of one month's remuneration without issuing any notice.
- v. He/She will be engaged on full time basis. He/She shall not engage himself/herself in any other employment either honorary or otherwise during the period of contract.
- vi. In case during the course of contract, any information given by him/her is found false or Incorrect, the contract engagement will be deemed void ab-initio and liable for termination without any notice or compensation in lieu of notice and appropriate legal action shall also be taken.
- vii. He/She shall not participate in any employee related union/organization during the contract period. In case of violation of this clause, it will be treated as breach of agreement and his/her contract shall be liable for termination.
- viii. The person engaged on contract shall observe secrecy and in no way divulge or disclose to any person/(s) whatsoever, the secrets entrusted to him/her or coming to his/her knowledge in the course of his/her contract period with the employer either in relation to its work, business or its customers.
- ix. The person engaged on contract shall not commit or cause to be committed any waste, damage or other injury to the property and / or goods of the employer nor shall he/she lend any such property or goods to any person/(s) without the permission of the Management of the Nigam.
- x. During the period of contract engagement, the person on contract shall abide by the Rules and Regulations governing conduct of the employees of the Nigam. as may be made applicable/ amended from time to time by the Company.
- xi. The person on contract shall be required to perform the work as may be assigned from time to time.

**Legal Action:**

- i. In the event of breach of contract, save as provided herein above, the "Person engaged on Contract" shall be liable to pay compensation for an amount of ₹ 1,00,000/- immediately on demand and compensation for liquidated/un-liquidated damages as may be determined by the Company in the circumstances.
- ii. In case the Legal Assistant engaged on contract does not comply with the terms and conditions contained in the letter of intent/ contract agreement or the rules and regulations of the employer or the covenants contained in this contract agreement, the employer will be at liberty to initiate appropriate legal action .
- iii. At the time of joining the candidate must bring an affidavit stating therein that there is no Criminal case pending against him/her.
- iv. The person engaged on contract shall also be liable to compensate for causing damages to the property of the Company entrusted to him/her or otherwise. The company shall have the right to recover such damages.
- v. In the event of breach of contract, save as provided herein above, the "Person engaged on Contract" shall be liable to pay compensation for an amount as indicated herein above, immediately on demand and compensation for liquidated/un-liquidated damages as may be determined by the Company in the circumstances.



- vi. **Power to terminate contract:** The power to terminate the contract shall rests with the Managing Director.
- vii. **General Power to amend:** The Company may at any time and on such terms as it may think fit amend any provision of these Regulations for the purpose of meeting the objectives with which these Regulations have been framed.

**Saving Clause:** The Company shall have a right to add or amend or substitute any of the terms and conditions mentioned herein above.

Nothing In these provisions shall bar the Nigam from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Nigam, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems It necessary or expedient to depart from the procedure prescribed in the regulations. The final authority shall rest with the Managing Director of the Nigam.

.....  
Signature AMD

.....  
Signature Legal Assistant

IN WITNESS WHEREOF the parties hereto have signed these presents on this..... day of month of ..... year in the presence of the following witnesses:

I . Witness  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

II . Witness  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

#### Surety

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

PAN No. \_\_\_\_\_  
(Photocopy of Surety's PAN Card to be attached)

#### Attestation by Notary

Signature \_\_\_\_\_

Attested

Signature and Seal

#### For Office Use only

1. Witness (Employer's)  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

2. Witness (Employer's)  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

Accepted \_\_\_\_\_  
Signature of Addl. Managing Director(F/A)

For and on behalf of MPRVVN Ltd.  
Name \_\_\_\_\_  
Address \_\_\_\_\_