

## Instructions and guidelines to the candidates

CIDCO invites applications from eligible candidates for walk-in-interview to the following Class-I post.

The application **clearly mentioning the name of the post for which you are applying in prescribed format** should reach in hard copies to undersigned **on or before 23/06/2017** on following address:-

**Office of Manager (Personnel)**  
**2<sup>nd</sup> Floor, CIDCO Bhavan,**  
**CBD Belapur, Navi Mumbai.**  
**Pin Code: 400614.**

The details of the posts are as below-

### Educational Qualification

Post Code	Post Name	Age Limit	Educational Qualification	Experience
	Assistant Law Officer	Below 38 years	Graduate of any recognized university in any discipline and 3 years Degree course in Law of any recognized University OR 5 year Degree course in Law of any recognized University after 12 <sup>th</sup> Std.	5 years standing practice in any court of law including High Court.

Post code	Post	Pay scale (in Rs)	No. of Posts	Reservation
1	Assistant Law Officer	Rs. 15,600-39,100 + GP Rs. 5400/-	4	1 ST 1 VJNT 2* OPEN

\*30% reservation under woman category

### **Age limit & eligibility criteria:**

1. The age criteria for direct recruitment has been revised to 38 years for Open Category and 43 years for reserved category as per the guidelines given in GAD in its GR एस आर व्ही 2015/प्र.क्र. 404/कार्या 12 dated 25.04.2016.
2. Age as on 31/05/2017 should be mentioned.
3. The candidate should attach the self-attested copies of original documents along with duly signed application form. Candidate must produce all the original documents at the time of document verification. Failure in producing the required document will result in cancellation of candidature.

### **Reservation-**

1. Maharashtra state Public Services Act.2001 (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes/Vimukta Jatis, Nomadic Tribes, Special Backward Class and Other Backward Classes) has been enforced by the govt. of Maharashtra from 29<sup>th</sup> January, 2004. As per the provisions under Sub-Section 2(ii) of Section-4 of this Act, the principle of Creamy Layer has been made applicable to all categories viz., VJ (A), NT (B), NT(C), NT (D) & SBC category except Schedule Castes and Schedule Tribes. The candidates should produce current years (i.e. up to **31.03.2017**) Non-Creamy Layer Certificate in the prescribed form issued by appropriate authority.
2. Candidates claiming the benefit of reservation under ST & NT (B) categories should enclose copy of caste certificate and Caste validity certificate issued by the Caste Scrutiny Committee. **Failure of producing the same may result in cancellation of candidature.**

3. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation. Caste notified in other State as reserved will be considered as Open for all the purposes.
4. The candidates should be domicile of Maharashtra State and should belong to categories notified by the Maharashtra State viz. (a) Scheduled castes (including SC category person who had adopted Buddhist Religion) (b) Scheduled Tribes (c) SC, ST, VJ(A), NT(B), NT(C), NT(D) and (d) Special Backward Class.
5. Once the category/caste is notified in application form, it cannot be changed at any stage later on.
6. The candidates applied from reserved category should submit the caste validity certificate at the time of document verification.

#### **GENERAL CONDITIONS-**

1. Appointment will be made as per vacancies and requirements.
2. Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. Corporation will take up verification of eligibility conditions with reference to the original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
3. The candidates will be short listed for personal interview on the basis of documents submitted. Taking into consideration the performance in the Personal interview, the select list will be prepared.
4. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
5. CIDCO has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
6. All candidates should be domiciled in the state of Maharashtra.
7. Candidates who are working in the Government Organization/ undertaking must forward their application with the "No Objection Certificate" from his/her Head of the Department.
8. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
9. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
10. Candidate will not eligible be for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
11. Knowledge of Marathi is desirable.
12. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
13. Selected candidate appointed in CIDCO will have to work at any place within State of Maharashtra or elsewhere at Project places and you will have to reach your places of work from your residence at your own cost.
14. **In order to ensure service in the corporation, the selected candidates need to sign a service bond of a period of 5 years + probation period. In case the selected candidate decides to leave the Corporation before completion of bond period, he/she will be required to pay an amount of 20 months entry level pay (Basic pay + grade pay).**
15. After appointment the candidate will have to produce police verification certificate within 30 days and character certificate from the concerned police station. If the reports are found to be offensive, the said candidate will be terminated from the services without giving any intimation.

16. Candidate must remain present with their own expenses for the entire recruitment drive.
17. The candidates who have applied for the reserved post of VJNT category must have Non-Creamy Layer Certificate valid up to **31.03.2017**.
18. Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to CIDCO.
19. The recruitment in CIDCO Ltd. is done strictly as per merit in a systemic manner giving appropriate weightage to various parameters as decided by Management.
20. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
21. As per the GR शासन परिपत्रक क्रमांक बीसीसी-2009/प्र.क्र.291/09/16-बदिनांक 05.11.2009, candidate shall submit the caste validity certificate before joining the Corporation if gets selected.
22. All official communication regarding this recruitment shall be displayed on CIDCO's official website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in).
23. The candidates should submit the self-attested documents in the order mentioned below-
  - i. SSC mark sheet & SSC Board Certificate.
  - ii. HSC mark Sheet & Board Certificate.
  - iii. Degree /Post-Graduation mark sheet & Certificate.
  - iv. 'Sanad' issued by Bar council of India.
  - v. Work experience Certificate.
  - vi. Caste Certificate
  - vii. Caste Validity Certificate.
  - viii. Domicile Certificate.
  - ix. Non-Creamy Layer Certificate.
  - x. Leaving Certificate.
  - xi. Birth certificate.
  - xii. PAN Card
  - xiii. Aadhar Card.

**Manager (Personnel)**