

**PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT AND INVESTMENT
CORPORATION LIMITED**
(A Government of Puducherry)
No.60, Romain Rolland Street, Puducherry

No. 7164/PIPDIC/SP/RAMP/2022/3-MSME-ODR-/Engag.-HR

Puducherry, the

NOTIFICATION

In pursuance of the Office Memorandum No. L/AFI/RAMP/2022-ODR (Part), dated 25th August 2025, issued by the Ministry of MSME, Government of India (RAMP Division), applications are invited from eligible candidates for the engagement of Human Resources (Legal) and Human Resources (Office/Secretarial) on a contractual basis for the functioning of the Micro and Small Enterprises Facilitation Council (MSEFC), Puducherry, under the MSE-ODR Scheme through the MSME-ODR Portal.

The engagement is purely on contractual basis for a period up to March 2027 or till the closure of the project, whichever is earlier.

Sl.No	Position	No. of Posts	Consolidated Monthly Remuneration (Inclusive of Taxes)
1.	Human Resource (Legal Consultant)	01	Rs. 80,000/-
2.	Human Resource (Office/Secretarial)	01 or 02	Up to Rs. 40,000/- (for one or two resources)

Eligibility Criteria :

A. Human Resource (Legal Consultant)

- **Qualification:** Law Graduate from a recognized University / Institute with minimum 50% marks.
- **Maximum Age Limit:** 40 years.
- **Experience:** Minimum 2 years of post-qualification legal work experience in courts, quasi-judicial bodies, or tribunals.
 - Mandatory experience of at least one year in MSME dispute handling, arbitration, or mediation matters.
 - Good drafting skills, proficiency in English and local language, and working knowledge of MS Office are essential.

B. Human Resource (Office/Secretarial)

- **Qualification:** Graduate in any discipline from a recognized University / Board.
- **Maximum Age Limit:** 40 years.
- **Experience:**
 - Minimum 2 years of experience in handling data entry and office management tasks.
 - Proficiency in computer applications, internet, data processing, and use of Excel software.

Duties and Responsibilities:

A. For Legal Consultant

- Assisting MSEFC in works relating to delayed payment references filed through the ODR Portal.
- Assisting MSEFC in legal processes, case summaries, documentation, and arbitration awards.
- Legal research on relevant Acts, laws, and judicial precedents.
- Assisting in court cases involving the Facilitation Council.
- Acting as the point of contact for resolution of legal and technical issues of the ODR Portal.
- Any other legal assignments entrusted by the Council.

B. For Office/Secretarial Staff

- Day-to-day support in the functioning of the MSEFC.
- Assisting parties in filing delayed payment cases through the ODR Portal.
- Data entry and record maintenance related to MSEFC operations.
- Maintenance of documents, files, and ODR-related information.
- Assisting MSEFC and MSEs in portal-related activities.
- Any other duties assigned from time to time.

General Conditions:

1. Engagement is purely contractual and will not confer any right for regular appointment.
2. No TA/DA or other allowances will be paid.
3. The engagement period will be up to March 2027 or until the MSE-ODR scheme concludes.
4. The State Government reserves the right to modify, cancel, or withdraw the engagement process at any stage.
5. Selected candidates shall execute an agreement with the Department on terms approved by the Competent Authority.

Selection Process

Shortlisted candidates will be called for an interview / skill test. The selection will be based on qualification, experience, and performance in the interview.

How to Apply

Interested and eligible candidates may submit their application in the prescribed format (Annexure-I), along with self-attested copies of educational qualifications, experience certificates, proof of age, and ID proof to the following address:

To:

The Managing Director,

Pondicherry Industrial Promotion Development and Investment Corporation (PIDIC),

No.60, Romain Rolland Street, Puducherry - 605001.

**APPLICATION FOR ENGAGEMENT OF HUMAN RESOURCE (LEGAL / OFFICE-SECRETARIAL) IN
MSEFC UNDER MSE-ODR SCHEME"**

Applications must reach the above address on or before ^{23.12.2024} XX.XX.2025 on XX P.M

Incomplete or late applications will not be considered.

Annexure - I

APPLICATION FORM

For Engagement of Human Resource (Legal / Office-Secretarial)
in MSEFC under the MSE-ODR Scheme

1. Name of the Applicant: _____
2. Post Applied For : ☐ Human Resource (Legal) ☐ Human Resource (Office/Secretarial)
3. Father's / Mother's Name: _____
4. Date of Birth (DD/MM/YYYY): _____ Age: _____ years
5. Gender: ☐ Male ☐ Female ☐ Others
6. Mobile No : _____
7. E-Mail Id : _____
8. Nationality: _____
9. Educational Qualification (Attach self-attested copies):

Exam Passed	Name of University / Institute	Year of Passing	Percentage / Grade

8. Post-Qualification Experience (Attach proof):

Name of Organization	Post Held	Duration (From - To)	Nature of Work / Area of Experience

9. Language Proficiency: ☐ English ☐ Hindi ☐ Tamil ☐ Others _____
10. Knowledge of Computer: ☐ MS Office ☐ Excel ☐ Internet ☐ Data Entry Applications ☐ Others _____
11. Correspondence Address:

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge. I understand that any false information will lead to disqualification or termination at any stage.

Date: _____

Place: _____

Signature of the Applicant