

No. DIC/DMN/MSEFC/EHR/2025-26/ 278
U.T. Administration of DNH & DD
MSEF Council, Daman, 1st Floor,
Udyog Bhavan, Bhenselore, Nani Daman
Daman-396210
Date: 11 / 12 / 2025

To,
The Field Publicity Officer
Information and Publicity Department,
Office of Field Publicity,
Collectorate, Dholar
Daman-396220

Subject: Regarding publishing of Advertisement of Walk-in-interview to engagement of Human Resources (Legal) and HR (Office/ Secretarial) in the existing MSEFC under MSME-ODR scheme purely on contract basis: -

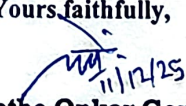
Sir/Madam,

With reference to the above subject, it is requested to do the needful to get the below advertisement published in newspaper as per guidelines. The Micro and Small Enterprises Facilitation Council, Daman & Diu to fill up the vacancies purely on contract basis in the existing MSEFC, through walk-in-interview on **23/12/2025 at 11.30 a.m.** in the Chamber of the Chairman (Secretary-industry), Vidyut Bhawan, 1st Floor, Kachigam, Nani Daman, Daman for the post of Human Resources (Legal) and HR (Office/ Secretarial) under MSME-ODR scheme:

For more details kindly visit dic-dd@ddd.gov.in or scan the QR code

Yours faithfully,

Encl: As above


(Marathe Onkar Gopal)
Secretary, MSEFC, DD
Daman

- I. The Director (IT), Office of Information and Technology, Daman with request to upload the same on the Official website.
- II. The SIO, NIC, Daman for uploading in U.T. Administration website.

**THE MICRO & SMALL ENTERPRISES FACILITATION COUNCIL,
DAMAN & DIU**
District Industries Centre, Udyog Bhavan, 1st Floor, Bhenselore Nani Daman,
Daman- 396210 Email dic-dd@ddd.gov.in

No. DIC/DMN/MSEFC/EHR/2025-26 / 249

Date: 11 / 12 /2025

ADVERTISEMENT

The Micro and Small Enterprises Facilitation Council, Daman & Diu, Daman invites eligible candidates for the post of Legal Consultant and HR (Office/Secretarial) to fill up the vacancies in the existing MSEFC, purely on contract basis through walk-in-interview on **23/12/2025 at 11.30 a.m.** in the Chamber of the (Secretary-industry, DNH & DD), Vidyut Bhawan, 1st Floor, Kachigam, Nani Daman, Daman.

The eligibility criteria for the above said posts are as follows: -

Sr. No.	Name of post	Age limit	Qualification	Post Qualification Experience required	Consolidated salary
1	Legal Consultant Nos. (1)	Maximum 40 years	Law Graduate from a recognized Institute or University, with minimum 50% marks	(i) Minimum 02 (Two) 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. (ii) Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.	Rs.80,000/- per month.
2	HR (Office / Secretarial) Nos (2)	Maximum 40 years	Graduate in any discipline from a recognized University/ Board	(i) 2 years' experience in Handling Data Entry. (ii) Experience of computer skills, internet, web surfing including data processing and interpretation using Excel software.	Rs.20,000/- per month.

2. How to apply

The interested candidates may appear for walk-in interview on **23/12/2025 at 11.30 a.m.** in the Chamber of the (Secretary-industry), Vidyut Bhawan, 1st Floor, Kachigam, Nani Daman, Daman, with duly filled-in application as per the attached **Annexure-III** along with the following documents in original and one set of self-attested Photocopy of the same. The candidates should reach at sharp 10.30 a.m. for verification of documents.

1. Duly filled application proforma (as prescribed **Annexure-III**)
2. Educational Qualification Certificate and Mark sheets
3. Experience Certificate(s)
4. Photo Identity Proof (Adhar Card/PAN Card/Driving License/Passport)
5. Age Proof (Birth Certificate)
6. Address Proof (Adhar Card/Electricity Bill)

3. Selection Procedure

Final selection will be made on the basis of the verification of eligibility of the candidate done by a document verification/Scrutiny committee on the date of interview, followed by a personal interview to be conducted on the same day by an **Interview committee-cum-Selection Committee of MSEFCs**.

The decision of the Interview Committee on selection of candidate will be final.

4. The duties and responsibilities are annexed as **Annexure-I**. The Terms and conditions for engagement of consultant is annexed as **Annexure-II**.
5. For further queries, please e-mail: dic-dd@ddd.gov.in

Note:

- a. No TA/DA will be paid to the candidates for attending the walk-in-interview.
- b. Application will be summarily rejected if found deviant from prescribed format and required criteria without assigning any reason.
- c. The Chairman, Micro and Small Enterprises Facilitation Councils, Daman & Diu reserves the right to terminate the selection process.

Encl: Annexure-I, II & III


(Marathe Onkar Gopal)
Secretary, MSEFC, DD
Daman

Copy to:

- i) The Director (IT), Office of Information and Technology, DD with request to upload the same on the Official website.
- ii) The SIO, NIC, Daman for uploading in U.T. Administration website.
- iii) Local newspaper for wide communication.

(A) Duties and responsibilities of Legal Consultant:

- i. Assisting the MSEFC in all works relating to delayed payment references, including through Online Dispute Resolution portal, filed before the Council.
- ii. Assisting the MSEFC in legal processes and procedures involved in the working of MSEFC.
- iii. Identification of legal issues for adjudication.
- iv. Preparation of Case Summary, settlement agreements, daily orders, notices, awards and arbitral awards etc.
- v. Legal research about the latest position of law and precedence of Hon'ble Supreme Court, High Courts etc,
- vi. Legal appreciation of MSMED Act, other laws / Acts that have a bearing on the case.
- vii. Assisting the MSEFC in handling court cases filed against the Facilitation Council before various courts of law.
- viii. Participating in the processes and interactions associated with the aforesaid, including workshops, trainings, capacity building programs, discussions, approval processes, etc., and preparation of presentations, notes, and other documents relating to the foregoing.
- ix. To act as the Point of Contact for resolution of legal and technical issues of the ODR portal.
- x. Any other work of a legal nature assigned from time to time.

(B) Duties and responsibilities of HR (Office / Secretarial):

- i. To assist the MSEFC in day to day working of the Council.
- ii. To assist the parties in filing their delayed payment case on ODR portal.
- iii. Data entry of old and current delayed payment cases on the ODR portal.
- iv. Maintenance of documents, files and other relevant information of the MSEFC.
- v. Assisting MSEFC and MSEs in ODR portal related issues.
- vi. Any other work assigned from time to time.

Terms and conditions for engagement of consultant

1. The above engagement is on full time purely on contract basis. The selected candidates will not vest any right or claim for regular appointment against the said post during the period or after the contract.
2. The engagement is initially till **31.03.2027**, which may be extended further on mutually agreed terms and conditions, subject to the continuation of the grant from the Ministry of MSME, Government of India, under the RAMP Scheme.
3. The remuneration shall be released to the contractual staff after the same is received from Ministry of MSME, Govt. of India.
4. The appointee shall be entitled for leave @ 2.5 days each month during the period of contract.
5. The other terms & conditions of engagement of the appointee shall be regulated as per the orders issued by the Government from time to time.
6. The candidate shall have to submit an undertaking stating that he/she shall neither stake any claim nor file any court case for regularization of service in any Court of Law.
7. The appointee may be required to visit Government Counsel / Courts as per the requirements of different cases.
8. The appointee may be required to work normally from 09:30 A.M. to 06:00 P.M. during working days, with half hour lunch break in the respective MSEFC /Department of Industries Centre (DIC Daman), U.T. of Dadra & Nagar Haveli and Daman & Diu. If required, can be asked to work any time, including Sunday and Public Holidays in case of any exigency.
9. The performance of appointee shall be assessed by the Council on the basis of his / her performance in cases conducted by him / her as well as the reports / comments on their working by the Council.
10. The extension of tenure of the appointee shall be subject to extension of sponsorship scheme by the Government of India.
11. The appointment can be terminated by either side by giving one month notice.
12. If any declaration / information furnished by you is found false or if any material fact has been suppressed wilfully the engagement will be terminated forthwith.
13. The appointee shall not be entitled to any benefits of provident fund, pension, gratuity, medical attendance / treatment, thereof or any other benefits and concessions as admissible to Govt. servants.
14. The duties and responsibilities shall be as contained **Annexure-I** above and any other as may be assigned from time to time.

**THE MICRO & SMALL ENTERPRISES FACILITATION COUNCIL,
DAMAN & DIU**

District Industries Centre, Udyog Bhavan, 1st Floor, Bhenselore Nani Daman, Daman-
396210 Email dic-dd@ddd.gov.in.

Application for the post of _____

1. Name :
2. Sex :
3. Date of birth (DD/MM/YY) :
4. Father / Husband's name :
5. Permanent Address :
6. Email and contact No. :

7. Educational Qualifications :

Educational detail (from Higher to Lower)	Percentage	Board/ University	State	Passing year

8. Post Qualification Experience:

Name of the Organization	Nature of Duty	Duration	Pay

- 1) I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification and other qualification etc.
- 2) I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Date :

Place :

Name and Signature of the candidate