

**Advertisement**  
**Application from Eligible Candidates are invited for**  
**THE GUJARAT STATE CIVIL SUPPLIES CORPORATION LIMITED**

(A Government of Gujarat Undertaking)

Phone : (079) 23221037, 23221038 Fax : 23222707

Sector 10-A, 'CH' Road, Near New Sachivalaya, Gandhinagar – 382010

email: [md-gscsc@gujarat.gov.in](mailto:md-gscsc@gujarat.gov.in) [www.gscscl.gujarat.gov.in](http://www.gscscl.gujarat.gov.in)

Corporate Identity Number (CIN) : U65910GJ1980SGC003957

Sr. No.	Assignment	No. of Posts	Monthly Fix Remuneration	Educational Qualification and Work Experience
1	Legal Officer	01	Rs.40,000	LL.B. from Recognized University, Experience of 3 years practice in court of law or in any renowned firm/company or Government/ Board/Corporation. L.L.M. will be preferable.

\* For post shown above, Good Knowledge and Proficiency in English Language is Essential.

\* The initial assignment will be for a period of 11 months only on contract basis.

\* Job requirements, Application Forms and other details can be obtained from the website :

[www.gscscl.gujarat.gov.in](http://www.gscscl.gujarat.gov.in)

\* Candidates will have to send the filled up forms with his or her (candidate) signature by Registered Post A.D. or SPEED POST of Indian Postal Service only with the copies of necessary certificates to reach this office before **Date:-19.05.2016** on the following address:

**General Manager (Adm.), Gujarat State Civil Supplies Corporation Ltd., Sector-10/A, 'CH' Road, Near New Sachivalaya, Gandhinagar-382010**

\* The short listed names of the candidates for the interview will be available on above mentioned website and date of interview will be intimated accordingly on the website [www.gscscl.gujarat.gov.in](http://www.gscscl.gujarat.gov.in)  
The selected candidate will have to reside in the Head Quarter at Gandhinagar.

\* It is the responsibility of the candidate to check the above mentioned website. Any kind of travel expenses should not be claimed to appear for the interview.

**Sd-**  
**General Manager (Adm.)**  
**Gujarat State Civil Supplies Corporation Ltd.**



**10. Languages Known (Tick Mark)**

Sr. No.	Language	Speak	Read	Write
1				
2				
3				
4				

**11. Work experience Record (Please start with Present / Last Organization)**

Duration	Total Exp. in Months	Name & Address of the Office/Company/ Or Government/ Board/ Corporation/ Institution (with Its Contact Number)	Reporting to (with Name & Designation)	Contact No of Your Reporting Superior	Designation	Salary

**NOTE :**

1. Please attach the L.C., Mark sheet and Experience Certificate of all your previous jobs (only attested Photo Copies).
2. Original Mark Sheets and Last pay slip will have to be produced at the time of interview.

**Declaration**

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omission made hereon or any other document requested by office, renders me liable to termination or dismissal.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_ Signature

## ELIGIBILITY CRITERIA, JOB PROFILE & OTHER DETAILS

### Gujarat State Civil Supplies Corporation Ltd.

Sector-10/A, 'CH' Road, Near New Sachivalaya, Gandhinagar

#### Eligibility criteria, Job profile and other details

**Name of the Post** ... Legal Officer

**No. of the Posts** ... One

**Location** ... Gandhinagar

**Eligibility Criteria** ...

- A. Educational Qualification : L.L.B. from recognized university Preferably L.L.M. from recognized University.
- B. Age : 28 years to 40 years on date of Advertisement
- C. Desired skill : Proficiency in computer and web-Internet applications.
- D. Language Skills : Good knowledge and proficiency in English is essential.
- E. Experience required : Experience of 3 years practice as Lawyer in court of law or Legal Officer/Assistant in any renowned firm/ company or Government/ board/ Corporation/ Institution after acquiring bachelor degree in law.

**Remuneration** ... Consolidated monthly remuneration Rs.40,000/-

**Reporting** ... The Legal Officer will report to **General Manager (Adm.), Gujarat State Civil Supplies Corporation Ltd., Gandhinagar.**

**Duration of the assignment:** The initial assignment will be for a period of 11 months On contract basis with a scope for reappointment subject to the approval of the GSCSC/ State Government only.

**Extent of touring** ... The extent of touring will be medium. The Legal Officer is expected to periodically visit Gujarat High Court and other courts located in Ahmedabad, Gandhinagar and other Districts/Talukas in the Gujarat State.

**Duties and Responsibilities:** Legal Officer **under the guidance of the General Manager (Adm.), Gujarat State Civil Supplies Corporation Ltd., Gandhinagar**

- To attend to Hon. Court's/Tribunals in litigation against the office of Gujarat State Civil Supplies Corporation Ltd..
- To prepare Affidavit in reply to defend government's/GSCSC's interest.
- To monitor & Supervise in tribunal / Hon. Court's pataining case of the Gujarat State Civil Supplies Corporation Ltd..
- To advise the office of the Gujarat State Civil Supplies Corporation Ltd. on any law point. (Further role of Legal Officer will be given at the time of appointment).

