



**MAHARASHTRA STATE SECURITY CORPORATION**  
(Government of Maharashtra Undertaking)

32<sup>nd</sup> Floor, Centre-1, World Trade Centre, Cuff Parade, Mumbai-400 005

Tel. No. (022) 69965555 Fax No. (022) 69965599 E-Mail : [info.mahasecurity@maharashtra.gov.in](mailto:info.mahasecurity@maharashtra.gov.in)

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**Invitation for expression of interest for Legal Advisor**

Maharashtra State Security Corporation, Mumbai hereby proposes to appoint Legal Advisor who has experience in handling court matters in High Courts, Magisterial Court, Industrial Courts, labour Courts etc., for which expression of Interest is invited. Last date of submission for expression of interest is **Dt. 17.04.2025 to 30.04.2025.**

For details of Advertisement for appointment of Legal Advisor visit website of Corporation [www.mahasecurity.gov.in](http://www.mahasecurity.gov.in) and also on [www.maharashtra.gov.in](http://www.maharashtra.gov.in)

Sd/-  
Director General of Police & Managing Director  
Maharashtra State Security Corporation,  
Mumbai

## **Maharashtra State Security Corporation, Mumbai**

### **INVITATION FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF LEGAL ADVISOR**

Maharashtra State Security Corporation (in short MSSC) is a Statutory Corporation of Govt. of Maharashtra incorporated under MAHARASHTRA ACT No. VI OF 2010, which has come into force on 19<sup>th</sup> April, 2010. The purpose of incorporation of the corporation is to raise a security force for providing better protection and security to the State Government and Central Government offices, Public Sector Undertakings, Educational, Financial Medical institutions etc.

The Corporation hereby desires to appoint Legal Advisor for pleading cases in High Courts and Other Courts such as Sessions Court, Magistrate courts, Labour courts, tribunals etc. and providing legal advice on the matters of preparation of Contract Agreements with clients and employees, who has an experience in handling court matters in High Courts, Sessions Courts, Magisterial Courts, Industrial Courts and Labour Courts for which Expression of Interest is invited.

#### **1. Definitions:-**

1. 'Legal Advisor' means a Legal Advisor, entered in roll of Legal Advisors under the provisions of The Legal Advisors Act, 1961. (The Act).
2. 'Competent Authority' shall be the Managing Director, Maharashtra State Security Corporation or any other officer so designated by Managing Director, Maharashtra State Security Corporation.
3. 'Court' shall mean all courts of law including District Courts, any High Court, Supreme Court, Tribunals, Judicial Forums and Arbitrators etc.
4. 'Effective Hearing' shall mean a hearing in which either one or both parties involved in a case are heard by the Courts / arguments were advanced by the Counsel of any of the parties, Examination-in-chief, cross examination is conducted, issues/charges have been framed and statement under section 351 of BNSS is recorded. And in addition to the above, effective hearings are according to the High Court Rules.
5. 'Non-effective Hearing' shall mean all hearings which are not covered in the above definition of effective hearing. If the case is mentioned and adjourned or only directions are given, filing of affidavit or written statement / Written notes of argument / say of the respondent / application for discarding evidence, application for an order of Ex party evidence, application for NO SAY ORDER and any other application or only judgement is delivered by the court, it would constitute as a Non-Effective Hearing.
6. 'Similar Cases' or 'Identical Cases' shall mean two or more cases in which substantially identical question of law or facts are involved and where the main difference is in the names, addresses of the parties concerned, amount of money involved, etc., where the common or identical judgements are delivered irrespective of the facts whether all the cases are heard together or not. Hence, appearance in the court for similar or identical cases; will be termed as appearance in one case and fees will be paid as if it is one case.

**2. Email address for submission of Expression of Interest :-**

[empanelment.mssc@gmail.com](mailto:empanelment.mssc@gmail.com)

**3. Important Dates:-**

- a) Commencement of submission of Expression of Interests through email Id  
**17 / 04 / 2025.**
- b) Last date of submission of Expression of Interests through email :  
**30 / 04 / 2025.**

**(Note - Expression of interest received after last date of submission will not be considered in any circumstances)**

**4. Instructions -**

Please read the following instructions carefully before mailing the Expression of interest form:-

- a. The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- b. No equivalent qualification shall be acceptable for the post.
- c. Applications in the name of firms are not allowed.
- d. Legal Advisors residing within MMRDA area will be preferred.
- e. Pre-requisites are minimum and mere qualification and possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.
- f. The candidates should have adequate Knowledge of "Marathi, Hindi and English".
- g. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
- h. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation service without any notice or assigning any reasons whatsoever. This may also lead to prosecution.
- i. The decision of the Corporation in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.
- j. The selection in MSSC is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.
- k. The Corporation reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Corporation will not be notified or intimated to the candidates.

- l. Prescribed Applications (Annexure – 1 duly filled in with attested copies of certificates in support of age & qualifications should be submitted to The Managing Director, Maharashtra State Security Corporation, 32<sup>nd</sup> Floor, Centre 1, World Trade Center, Cuff Parade, Mumbai, on [emapanelment.mssc@gmail.com](mailto:emapanelment.mssc@gmail.com) so as to reach on or before **30 / 04/ 2025**. Applications received after due date (for whatsoever reason) shall not be entertained.
- m. Format of Expression of Interest (Annexure -1) with detailed terms and conditions in all items of the application must be filled in according to instructions given for filling the application form.
- n. Date of birth as per Secondary School Certificate (SSC) and age as on 30/04/2025 should be mentioned.
- o. No TA/DA will be admissible for Applicants for attending the selection process including Personal Interview in Registered Office of MSSC.
- p. MSSC reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, without any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. **The right to accept/reject any or all application(s) received is reserved with MSSC without assigning any reason thereof.**
- q. Selected applicant will be appointed as legal advisor in MSSC purely on Case-to-Case Basis initially for a period of 1 year, which may be extended by 2 years further based on performance evaluation by MSSC.
- r. The appointment does not give any right to candidate for regular employment in MSSC.
- s. Selected Candidates services can be terminated by both parties with one month notice.

**5. Scope of work for Legal Advisor:-**

As per requirement of MSSC the appointed Legal Advisor has to undertake various functions from time to time including drafting Original` plaints, miscellaneous petitions, affidavits, counter affidavits etc. agreements, opinion/vetting on legal issues, act as leading or Assisting Legal Advisor to Sr. Legal Advisors if any, attending conference / meeting, written submissions, hearing, arguments, sending brief/ record of proceedings to MSSC and all documents received in the court, orders and any other legal functions as desired by the MSSC, to represent the MSSC before various courts of law.

6. **Consolidated Remuneration:** - Negotiable (applicants are requested to quote their category wise remuneration in Annexure - II).
7. **Period of Fixed Tenure:-** 01 Year (Extendable to 2 years, subject to the performance evaluation by corporation)

## **8. Eligibility for Appointment-**

### **1. Essential Qualification:**

- I. Graduate degree in Law from Recognized University.
- II. Having a registration with bar council of India.

### **2. Experience:**

- I. Applicant must possess Minimum 7 year's post qualification experience/ practice as a Lawyer in various courts of law.
- II. Expertise in civil matters of the working in Government, Semi- Government or Corporation will be preferred.

## **9. Documents required to be submitted by Advocate -**

Advocate will be required to submit his/ her Expression of interest through Email in the prescribed format as given in Annexure-1, & Self attested scanned copies as mentioned below :-

1. Certificates in support of educational qualifications.
2. Certificate of Registration with Bar Council with Sanad.
3. Certificate issued by concerned Legal Advisor Bar Association.
4. Year wise details of matters conducted.
5. Photo Identity Card, Address proof (as per KYC Norms).
6. Certificate of GST Registration.

*(GST Registration Certificate is not compulsory to provide at the stage of submission of expression of interest. However, if appointed, Legal Advisor will have to obtain GST registration certificate later.)*

**Self-attested hard copies with original documents will be required at the time of finalization of Appointment.**

## **10. Selection Process: -**

1. The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
2. The selection process will consist of Personal interview.
3. MSSC reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Call Letters/intimation for Personal Interview to all eligible applicants will be forwarded through e-mail id mentioned in the Application Form. In case of non-virtual interview, applicants meeting the requirements as specified under Terms and Conditions will have to require to appear for Personal Interview in Registered Office in MSSC else link will be provided for virtual interview.

4. Applicants will be required to produce following, at the time of attending the personal interview: -
  - I. Two Passport Size Color Photographs.
  - II. Proof of Identification, such as Voter ID/ Aadhar Card/Passport/ PAN Card. In case of firm necessary registration/ certification is needed.
  - III. Registration certificate of Bar Council of India.
  - IV. Original Certificates related to Qualifications along with one set of Self Attested Copy.
  - V. Testimonials and documents related to experience etc.
5. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be considered for selection. Depending upon the Expression of Interests received and the requirement, MSSC reserves the right to shortlist the candidates considering the experience and performance.
6. The result will be displayed on the website of MSSC i.e. [www.mahasecurity.gov.in](http://www.mahasecurity.gov.in)
7. Selected candidates will have to enter into an agreement/ bond with MSSC.
8. The first appointment shall normally be for a period of 1 year extendable for further 2 years.

**11. Procedure for Appointment:-**

MSSC may consider the following points for appointment:

1. Length of practice and specialization.
2. Track record and integrity.
3. If considered necessary, an enquiry with the respective Bar Council / Bar Association about the claims and conduct of the Legal Advisor to be appointed may be made and credentials may also be verified.
4. Previous experience of working on panel of Government / Semi-Government, results of cases handled.
5. Annual Income Tax return filed with Tax Authorities.

**12. General Terms & Conditions -**

- a. An appointed Legal Advisor shall not necessarily be appointed for any specific court and shall accept the work assigned to him for the courts for which he is basically designated on the basis of minimum eligibility conditions and shall not refuse to accept any work without any reasonable cause. Refusal by any Legal Advisor to accept any work without any reasonable cause. (e. g. on grounds of conflict of interest etc.) may entail removal of such Legal Advisor from the services / contract immediately without any notice.
- b. An appointed Legal Advisor will not delegate cases and would he / she deal with the same. He/ She may have to co-ordinate and work with designated Senior Counsels, if any, engaged in the case as well as with the officers of the MSSC.
- c. An appointed Legal Advisor under these guidelines shall not be employee of MSSC for any purpose and therefore, shall not be eligible for any benefits available to MSSC's employees.
- d. An appointed Legal Advisor shall maintain absolute secrecy and confidentiality about the cases of the MSSC as required under the Act and rules/regulations framed thereunder Legal Advisor Act, 1961.

- e. Legal Advisor shall accept the terms and conditions of the appointment as determined by the MSSC from time to time. A declaration (Annexure III) is needed from applicant
- f. Legal Advisor will have the right to private practice which should not, however interfere with the efficient discharge of his duties as Legal Advisor for the MSSC.
- g. Legal Advisor shall not advise any party or accept any case against the MSSC in which he / she has appeared or is likely to be called upon to appear for or advise or which is likely to affect or lead to litigation against the MSSC.
- h. If the counsel happens to be a partner of a firm of lawyers or solicitors it will be incumbent on the firm not to take up any case against MSSC.

**13. Tenure of Appointment:**

The initial appointment will be for 1 year or until further orders whichever is earlier. Performance of appointed Legal Advisors shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of a Legal Advisor, the appointment may be renewed for a period not more than two years by the MSSC. The appointment of the Counsel would be terminable on one month's notice in writing by both the parties.

**14. Conditions for Payment of Professional Fees payable to Legal Advisor and Other Conditions-**

- 1. Category wise mutually agreeable rate on the basis of Annexure III.
- 2. Rates mentioned therein are inclusive of GST as applicable.
- 3. No retainer fees shall be paid to any panel Legal Advisor merely because such Legal Advisor has been appointed.
- 4. In case, the Legal Advisor/Counsel appears in the Court on the dates fixed for hearing of a case, but the case adjourned for whatever reasons and there being no effective hearing on that day, then the Legal Advisor shall be entitled to claim as if non-effective hearing. However, the same will not be more than 2 occasions in the matter, thereafter no fees will be paid for further non effective hearings in the matter.
- 5. Similarly, Legal Advisor is entitled to charge for conference charges for not more than two conferences in a matter. Legar Advisor is entitled to charge for preparing affidavit / Written statement etc. but not more than one in a matter. In other words, if affidavit is first drafted, charges will be paid for it and in case of further drafting of any other affidavit / written statement etc. no charges will be paid for drafting.
- 6. No fees will be payable to the Counsel if an advance notice about the adjournment has been issued or the case has been adjourned at his/ her request due to the reasons personal to him/ her.
- 7. In case of hearing of similar / identical cases, charges for preparing / drafting affidavit or other statements as mention in sub para 5 of para 1 etc. will be paid as if it is in one case.

8. Soft copies of the orders may be furnished in lieu of the paper copy of the order in such manner as may be prescribed in support of showing presence on the particular date of effective/non-effective hearing, a hard copy of the Order / Roznama obtained from web site of the High Court or the concerned court shall be submitted for verification of the bill and necessary approval.
9. While claiming fees, self-attested computerized copies of the said order be submitted for verification and necessary approval. The copies of Order/ Roznama shall be submitted with fees bill in given proforma.
10. If any dispute arises in respect of fees to be paid to Legal Advisor, the decision of the Managing Director, MSSC shall be final and shall not be questioned in any way.

**15. Private Practice and Restrictions -**

1. Legal Advisor shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an appointed Legal Advisor of the MSSC.
2. Legal Advisor shall not advise any party or accept any litigation against MSSC.

**16. Disablements -**

Disablement on the part of Legal Advisor shall mean and include any of the following:

1. Giving false information in the Expression of Interest for appointment;
2. Handing over the brief or matter to another Legal Advisor without prior written permission of the MSSC;
3. Failing to attend the hearing of the case without any sufficient reason and/or prior intimation;
4. Not acting as per MSSC"s instructions or going against specific instructions;
5. Not returning the brief when demanded or not allowing or evading to allow its inspection on demand;
6. Misappropriation of the MSSG's funds or earmarking, using the same towards his fee without MSSC"s permission.
7. Threatening, intimidating or abusing any of the MSSC"s employees, officers, or representatives;
8. Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/appeal related to MSSC;
9. Committing an act that tantamount to contempt of court or professional misconduct;
10. As and when debarred by Bar Council;
11. Passing on information relating to MSSC"s case on to the opposite parties or their Legal Advisors or any third party which is likely to cause any damage to the MSSC"s interests;
12. Giving false or misleading information to the MSSC relating to the proceedings of the case;

13. Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.
14. If performance of Panel Legal Advisor is found unsatisfactory or an Legal Advisor is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form or he / she contravenes the scheme of the act, rules and regulations he / she can be removed from the panel and shall also be liable for action for professional misconduct.
15. The MSSC reserves its rights to enlarge the scope of work of Legal Advisors in order to achieve the aim and object of MSSC. Appointment shall be liable to be canceled due to occurring of any of the above disablement on the part of the Legal Advisor.

**17. Mode of Communication for Appointment-**

1. **Candidates are requested to visit our website –**  
[www.mahasecurity.gov.in](http://www.mahasecurity.gov.in) for updates for the process of appointment.
2. **Contact details for any difficulties / queries :-**  
Director Administration  
Maharashtra State Security Corporation.  
32<sup>nd</sup> Floor; Center 1, World Trade Center,  
Cuff Parade, Mumbai.  
Tel - (022) 69965555, Extn. – 1 1 8.  
Email – [directoradmssc07@gmail.com](mailto:directoradmssc07@gmail.com)

**18. Doubt/ Difficulty -**

If there arises any doubt/ difficulty with respect to the implementation/ interpretation of any clause of these guidelines, the same shall be placed before Superintendent of Police / General Manager (in charge of Admin Dept.) MSSC and his/ her decision in this regard shall be final and binding.

**MSSC reserves right to cancel the process of appointment at any time without assigning any reason.**

**Sd/-**  
**Director General of Police /**  
**Managing Director**  
**Maharashtra State Security Corporation,**  
**Mumbai.**

## Annexure - I

### EXPRESSION OF INTEREST FOR APPOINTMENT OF LEGAL ADVISOR / ADVOCATE FOR MSSC

Photo with self-  
attestation

EOI No. \_\_\_\_\_  
(For Office use)

I \_\_\_\_\_, hereby offer my consent for appointment as Advocate for Sessions Courts, Labour Courts, Magistrate Courts, Tribunals and providing Legal advice as Legal Advisor etc., For the same I am providing my details as follows:-

1. Name : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Age (As on 30.04.2025) : \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
5. Office Address : \_\_\_\_\_  
\_\_\_\_\_
6. Chamber Address : \_\_\_\_\_  
\_\_\_\_\_
7. Telephone No. (Office) : \_\_\_\_\_
8. Telephone No. (Resi.) : \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Fax No. : \_\_\_\_\_
11. E-mail ID : \_\_\_\_\_
12. PAN No. : \_\_\_\_\_
13. AADHAR No. : \_\_\_\_\_
14. GST Registration No. : \_\_\_\_\_

***(GST Registration number is not compulsory to provide at the stage of submission of expression of interest. However, if appointed, Legal Advisor will have to obtain GST registration certificate later.)***

**15. Educational Qualifications:**

Course	Name of Board / University	Year of Passing	Obtained Percentage (Aggregate)
Graduation Degree			
Professional Degree (LLB)			
Post-Graduation (LLM) if any			
Any other (if any)			

16. Date of Enrollment as Legal Advisor : \_\_\_\_\_

17. Enrollment No. : \_\_\_\_\_

(Attach self – attested copy of enrollment certificate issued by Bar Council)

**18. Practice Experience: -**

1. Supreme Court - \_\_\_\_\_ Years

2. High Court - \_\_\_\_\_ Years

3. Other than above - \_\_\_\_\_ Years

***(Attach an experience certificate issued by the Bar Association/Council) ATTACHED CERTIFICATES BY LEGAL ADVISORS.***

4. Total no. of cases handled: (approx.)

5. Nature of cases handled : (Attach extra sheet, if required)

6. Specialization if any: ***(The details of a few important cases, the Applicant has dealt with / handled and reported judgment if any.)***

19. Specify whether earlier Remained on the panel of any other Institution / Government Department:

20. If yes, the details thereof:  
(With Completion certificate)

Name of Organization	Tenure	Nature of cases	Number of cases	Contact Person of the Organization

Signature of Candidate

## Annexure - II

Sr. No.	Particulars		Charges	
			High Court	Courts Other than High Court
1	Hearing	Effective		
		Non Effective		
2	Filing of suit / Petition			
3	Drafting / Affidavit / Written Statement etc.			
4	Opinion / Conference			

**Note - The rates mentioned above are inclusive of GST as applicable.**

Signature of Candidate

## **Annexure - III**

### **DECLARATION**

I hereby declare that all the statements made in this Expression of Interest are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be canceled. I have read and understood the instructions and terms and conditions of the appointment and agree to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking appointment. I have not submitted any other Expression of Interest for appointment, besides the present one. I declare that I have never been penalized by any bar council in any Disciplinary Proceedings. I also undertake to maintain absolute secrecy about the cases of MSSC as required under the Act, Rules and Regulations there under. I agree with the Fee Schedule and all the terms and conditions notified by MSSC.

Signature of Candidate

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

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