



Mahatma Phule Renewable Energy and Infrastructure Technology Limited

(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

Notice for Employment on the Post of Credit Analyst, Law Officer, Company Secretary and Assistant Credit Analyst for MAHAPREIT Company

MAHAPREIT implements various Projects in Renewable Energy, EV Charging Stations, Energy Audit, Road Infrastructure, Affordable Housing, Software Technology Park in IT and Software Applications, Climate Change, Agro Processing Value Chain etc.

Applications are invited for the post of **Credit Analyst, Law Officer, Company Secretary and Assistant Credit Analyst** for MAHAPREIT Alternative Investment Fund on Contract basis. Aspirants should apply till **15/01/2024**. Please visit website **<https://mahapreit.in>** for more details.

**Executive Director (Admin)
MAHAPREIT**



महाप्रित

महात्मा फुले नविनीकरणीय ऊर्जा व पायाभूत प्रौद्योगिकी मर्यादित

(म.फु.मा.वि.म. ची उपकंपनी, महाराष्ट्र शासनाचा उपक्रम)

महाप्रित कंपनीसाठी क्रेडीट विश्लेषक, विधी अधिकारी, कंपनी सचिव व सहाय्यक क्रेडीट विश्लेषक या पदांवर करारतत्वावर नियुक्तीसाठी सूचना

महात्मा फुले नविनीकरणीय ऊर्जा व पायाभूत प्रौद्योगिकी मर्या., मुंबई (महाप्रित) कडून नविनीकरणीय ऊर्जा, विद्युत वाहने भारण स्थानके, ऊर्जा लेखापरीक्षण, रस्ते पायाभूत सुविधा, स्वस्त घरे, माहिती तंत्रज्ञानामधील नवीन तंत्रज्ञान आणि सॉफ्टवेअर प्लिकेशन्स, वातावरण बदल, कृषी प्रकिया मूल्य साखळी इ. विविध प्रकल्प राबविण्यात येत आहेत.

महाप्रित पर्यायी गुंतवणूक निधीकरीता सहाय्यक कर्मचाऱ्यांची करारतत्वावर **क्रेडीट विश्लेषक, विधी अधिकारी, कंपनी सचिव व सहाय्यक क्रेडीट विश्लेषक** या पदांसाठी अर्जदारांकडून अर्ज मागविण्यात येत आहेत. इच्छुक अर्जदारांनी दि. १५/०९/२०२४ पर्यंत अर्ज करावेत. अधिक माहितीकरिता कृपया <https://mahapreit.in> या संकेतस्थळावर भेट द्यावी.

**कार्यकारी संचालक (प्रशासन)
महाप्रित**

**MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE
TECHNOLOGY LTD.**

(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

Tel.No.: 022-69214400

B- 501, 502, Pinnacle Corporate
Park, Next to Trade Centre, Bandra-
Kurla Complex, Bandra (East),
Mumbai-400051.
Dated: 04/01/2024

CIRCULAR

The Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. Mumbai (MAHAPREIT), invites Applications from willing and eligible individuals for engagement as Credit Analyst (AIF), Law / Legal Officer, Company Secretary and Assistant Credit Analyst on full-time contract basis initially for a period of one year.

Sr. No.	Name of the post	Required Number
1	Credit Analyst (AIF)	2
2	Law / Legal Officer (AIF)	1
3	Company Secretary	1
4	Assistant Credit Analyst	2

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

3. The details including eligibility criteria, terms of reference etc. are enclosed. MAHAPREIT reserves the right to accept or reject in part or in full or all responses without assigning any reasons whatsoever. Terms and Conditions of engagement are mentioned in **Annexure-I**.

4. The last date for receipt of applications, in the prescribed format, is 15th January 2024 up to 5.30 pm. Applications received after due date/time will not be considered.

5. Applications, as per **Annexure-II** may be sent via E-Mail or Courier / Post to the Executive Director (Admin), Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. (MAHAPREIT). B- 501, 502, Pinnacle Corporate Park, Next to Trade Centre, Bandra-Kurla Complex, Bandra (East), Mumbai-400051. The copy of application can be sent through E-mail at dgm.admin@mahapreit.in.

ANNEXURE-I

**MAHATMA PHULE RENEWABLE ENERGY AND
INFRASTRUCTURE TECHNOLOGY LTD.**

(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

1. **Eligibility:**

Sr. no.	Name of the post	No. of Post	Qualification	Minimum Age Limit	Experience
1	Credit Analyst (AIF)	2	Commerce Graduate and Chartered Accountant	35	Three years of post-qualification work experience in working with Alternative Investment Fund (AIF) and or experience in Corporate Finance/Credit Analyst with Corporate Finance Advisory Firms/Companies.
2	Law / Legal Officer (AIF)	1	Commerce Graduate and LLB.	30	Minimum Three years of post-qualification experience in securities laws/Corporate Law as a Legal Officer at Central/ State PSU/ Private/Public Limited Company.
3	Company Secretary	1	Commerce Graduate and have passed the final examination of ICSI	25	Minimum Three years of post-qualification experience in Corporate Law / Corporate Affairs
4	Assistant Credit Analyst	2	Commerce Graduate and Chartered Accountant (Inter)/MBA (Finance)/ ICWA (Inter)	25	One year and more of post-qualification work experience in working with the Alternative Investment Fund (AIF)

2. **Remuneration:**

Sr. No.	Name of the Post	Monthly Remuneration + Traveling Allowance	Total Monthly Remuneration
1	Credit Analyst (AIF)	60,000 + 25,000	85,000/-
2	Law / Legal Officer (AIF)	50,000 + 15,000	65,000/-
3	Company Secretary	50,000 + 15,000	65,000/-
4	Assistant Credit Analyst	40,000	-

2.1. Selected Candidates shall not be entitled to any allowance such as DA, transport residential accommodation, medical reimbursement, telephone etc.

2.2. Travelling allowance on tour outside the MMR region, if any, shall be as per the actual expenses approved by the concern authority.

3. Engagement:

- 3.1. The engagement of a Selected Candidates (full-time) will be purely on contract basis and will not confer any right for regular appointment in MAHAPREIT or in its associated organizations.
- 3.2. The contract would initially be for a maximum period of one year and may be further extended on year-to-year basis, subject to functional requirements, appraisal of performance and medical fitness of the individual.

4. Working Hours:

- 4.1. The Selected Candidates (full-time) shall be required to observe the normal office timings and may also be called upon to attend office beyond office hours including on Saturday, Sunday or any holiday in case of requirement.
- 4.2. The Selected Candidates will mark his attendance in Biometric/Attendance Register mandatorily failing which it may result in deduction of remuneration.

5. Leave:

- 5.1. The full-time Selected Candidates shall be entitled to avail EIGHT days of Leave in a calendar year. He/ she shall not draw any remuneration in case of his absence beyond EIGHT days in a year.
- 5.2. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

6. Deduction of Tax at Source:

Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to the Selected Candidates.

7. Confidentiality of data and documents:

- 7.1. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for MAHAPREIT shall remain with MAHAPREIT.
- 7.2. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for MAHAPREIT, without the express written consent of MAHAPREIT.
- 7.3. The Selected Candidates shall be bound to hand-over the entire set of records of assignment to MAHAPREIT before the expiry of the contract, and before the final payment is released by MAHAPREIT.
- 7.4. The Selected Candidates would be required to sign a non-disclosure undertaking as per **Annexure-III**.

8. Conflict of interest:

- 8.1. The Selected Candidates appointed by MAHAPREIT, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of MAHAPREIT, nor will he indulge in any activity outside the terms of employment/contractual assignment.

8.2. The Selected Candidates shall not claim any benefit/compensation/absorption/regularization of service with this Company/Corporation under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act. 1970.

9. Termination of Agreement terminate the contract to which these terms apply if-

- 9.1. The Selected Candidates is unable to address the assigned work.
- 9.2. Quality of the assigned work is not to the satisfaction of the Officer/Division of MAHAPREIT,
- 9.3. The Selected Candidates is found lacking in honesty and integrity.
- 9.4. MAHAPREIT, may terminate the contract at any time without giving any notice and also without assigning any reason.
- 9.5. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after issue of the appointment letter, the MAHAPREIT reserve the right to modify, withdraw or cancel any communication made to the application.
- 9.6. MAHAPREIT reserves the right to postpone or cancel the entire recruitment process without giving any notice or reason at any time.

ANNEXURE-II



Application for engagement as Credit Analyst (AIF), Law / Legal Officer (AIF), Company Secretary and Assistant Credit Analyst (on contract basis) in MAHAPREIT.

Name	
Mother's/Father's /Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No. /Nos. Mobile:	
Email ID	
Aadhar No.	
PAN No.	
Post Applied for.	
Educational / Technical Qualification (S)	
Details of experience to be attached in proforma appended as "APPENDIX	
Name of the office where the Candidate was last working.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure- I. and they are acceptable to me.

Name and Signature of the Applicant

NON-DISCLOSURE UNDERTAKING

The Managing Director,
Mahatma Phule Renewable Energy and Infrastructure Technology Ltd.
B-501, 502, Pinnacle Corporate Park,
Next to Trade Centre, Bandra-Kurla Complex,
Bandra (East), Mumbai-400051.

Hon'ble Sir,

I hereby undertake,

1. To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
2. not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. to hold such confidential information in trust and confidence both during and after the terms of my engagement.
4. not to engage in any other employment/occupation/consultancy activity during my engagement with MAHAPREIT which would otherwise conflict with my obligations towards MAHAPREIT.
5. to abide by data security policy and related guidelines issued by MAHAPREIT.
6. shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
7. in the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the MAHAPREIT any records/material, equipment, documents or data which is of confidential nature.
8. I shall keep MAHAPREIT informed of any change in my address or contact details during the period of my engagement
9. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
10. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature:

Name:

Address:

Dated :

Personal Contact No.