

File No. L/AFI/RAMP/2022-ODR(Part)
Government of India
Ministry of MSME
RAMP Division

Kartavya Bhavan -3, New Delhi
Dated 25th August 2025

OFFICE MEMORANDUM

Sub: Engagement of Human Resources (Legal) and HR (Office/Secretarial) in MSEFCs under MSE-ODR scheme – reg.

The MSME- ODR Portal ([https:// odr.msme.gov.in](https://odr.msme.gov.in)) launched in June 2025 is now fully operational. For the smooth functioning of the MSEFCs, especially the ODR portal, the MSE-ODR scheme provisions for recruitment of Human Resources (One Legal, and One/Two Secretarial staff) to assist the Council in its day-to-day operations, and to also hand-hold MSEs in filing cases.

2. As a step towards this, all MSEFCs in the attached list are requested to start the process of recruitment of the human resources immediately. The Terms of Reference of engagement of these resources is attached as **Appendix**.
3. If any MSEFC has already engaged similar resources (that match the ToRs), the salaries of such resources may be booked against this budget, subject to the ceiling amount mentioned in the ToRs.
4. Any cost in addition to the approved amounts mentioned in the ToRs are to be borne by the State/UT Governments.
5. Upon completion of the recruitment process, this Ministry may be informed about the details of the engagement, MSEFC-wise – viz, name, age, qualifications, and experience of the candidate, date of commencement of the engagement of Legal and Secretarial resource separately, monthly remuneration fixed, etc. The information may be mailed to; ankita.pandey@nic.in, sanjeet.verma@gov.in, r.ranjan@nic.in and ishaaggarwal@iifclprojects.com.

This has the approval of the Competent Authority.


(Ankita Pandey)
Director

To

1. All The Commissioner/ Director (Industries)/MSME, State/ UT Govts

Copy for information to:

2. State Nodal Officers (RAMP) – Fund flow will be through SNA
3. MSEFCs as per list

Terms of Reference for recruitment of Legal Human & Secretarial Human resources for MSEFCs under the ODR Scheme.

Under the revised Guidelines for MSE ODR Scheme, the component of 'Support to MSEFCs for ODR Implementation' provides for issue of grants to States/UTs for hiring (i) One Human Resource (Legal) - within a salary of Rs.80,000 pm and (ii) One or two Office/Secretarial resources (within a cost of Rs. 40,000/- per month).

2. The following Terms of Reference for recruitment of the two kinds of Human Resources for MSEFCs under the ODR scheme are proposed, which are in line with the Scheme guidelines:

(i) Human Resource (Legal) @ Rs. 80,000/- p.m.: Terms of reference

a. Duties and Responsibilities: -

- 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 MSEFCs.
- 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.

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b. Eligibility and Remuneration:

Position	Qualification	Max Age limit	Post Qualification Experience	Remuneration per month (in Rs.)
Legal Consultant	Law Graduate from a recognised Institute or University, with minimum 50% marks.	40 years	Minimum 2 (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. Should have good drafting skills, proficiency in English and the local language and working knowledge of MS Office.	80,000/- (inclusive of taxes)

(ii) Human Resource (Office/Secretarial) @ Rs.40000 per month for single resource or @ Rs. 20,000/- pm, each for two resources. : Terms of Reference

c. Duties and Responsibilities:

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



d. Eligibility and Remuneration:

Position	Qualification	Max Age limit	Post Experience	Qualification	Remuneration per month (in Rs.)
HR (Office/ Secretarial)	Graduate in any discipline from a recognized University/ Board	40 yrs	2 years' experience in Handling Data Entry - Experience of computer skills, internet, web surfing including data processing and interpretation using Excel software.		Upto Rs. 40,000/- per MSEFC. The MSEFC may decide to recruit one or two resources subject to a total cap of Rs. 40,000/-

General Conditions:

The State/UTs may draw up service conditions (leaves, holidays, office timings, attendance etc.), and recruitment process for all MSEFCs under their jurisdiction.

1. No provision is made for TA/DA, increment, or any other allowances for these human resources. The States may meet any such expenditure from their own resources.
2. The sunset date for MSE ODR scheme (assistance for employing HR resources) is March 2027. Grants for this from the Ministry of MSME will be provided only till this date.
3. If any MSEFC has already deployed resources matching the above conditions, the grants provided under MSE ODR scheme for the purpose of HR(Legal) and HR(Office/Secretarial) may be utilized towards their salaries.
4. As followed earlier, 161 MSEFCs listed on Samadhaan portal will be considered first. The total cost towards the two HR resources in 161 MSEFCs is Rs. 34.776 Cr for the period October 2025 to March 2027, or actual cost as conveyed by the SNAs.

(Number of Months: (Assuming placements from October 2025 to March 2027) = 18 months; Total cost for HR = 18x1.932 Cr = 34.776 Cr. For 161 MSEFCs)

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MICRO & SMALL ENTERPRISES FACILITATION COUNCIL (MSEFC), SANGRUR

Recruitment for:

□ HR (Legal)

☐ HR (Office/Secretarial)

Recent Passport
Size
Photograph
[Paste Here]

Applicant Name	
Father's/Husband's Name	
Date of Birth	
Gender	
Mobile	
Email	

Address

Correspondence Address:	Permanent Address

Educational Qualifications

Exam	Board/University	Year	Marks/%	Division

Professional Qualification

LLB/MBA/HR/Secretarial/Other: _____

Experience

Organization	Designation	Period	Nature of Work

Additional Information

Bar Council Enrollment (HR Legal): _____

Typing Speed/Shorthand (HR Office): _____

Computer Skills: _____

Documents Enclosed

☐ Photo ☐ ID Proof ☐ Educational Certificates ☐ Experience Certificates

Declaration

I declare that the information furnished is true and correct. I understand that if any information is found false, my candidature is liable to be cancelled.

Place: _____

Signature of Applicant: _____

Date: _____

For Office Use Only

Application Received On: _____

Receipt No _____

Remarks: _____

OFFICE OF GENERAL MANAGER, DISTRICT INDUSTRIES CENTRE, SANGRUR

Room No. 103, DC Office Complex, Sangrur

Email: msefcsangrur@outlook.com

Under Online Dispute Resolution Scheme (ODR), District Level Micro and Small Enterprises Facilitation Council, Sangrur, invites application from the eligible candidates for the post of **HR (Legal)-01 and HR (Office/Secretarial)-02** till 20 August, 2026 (4.00 P.M.). Detailed information regarding Qualification, Experience, Age and

Application form has been uploaded on **<http://sangrur.nic.in>**

Candidate can submit their application by hand in Room No. 103, DC Office Complex, Sangrur and by email **msefcsangrur@outlook.com**

Sr. No.	Post Name	Qualification	Post Qualification Experience
1	Legal Consultant (1)	Law Graduate from a recognized institute or University, with minimum 50% marks. Age Limit up to 40 Years.	Minimum 2 years of legal work experience in various courts/Govt./quasi-judicial bodies including tribunals with mandatory relevant experience of at least on year in dealing with MSME disputes, or arbitration and mediation matters.
2	HR (Office/Secretarial) (2)	Graduate in any discipline from a recognized University/Board. Age Limit up to 40 Years.	2 Years experience in Handling Date Entry Experience of Computer Skills, Internet, Web Surfing including data processing and interpretation using Excel Software.

Dated:

Sd/-

General Manager,
District Industries Centre,
Sangrur