



Applications are invited from the eligible Indian Nationals for engagement of Professional Functionaries on Contract basis in the field of

**Corporate Legal**

for the position of

**Manager - 1 post**

**OTHER DETAILS, TERMS AND CONDITIONS**

1. Please refer attached **Annexure-I** for Qualification & Experience, Job Role/Profile and **Annexure-II** for Application Format.
2. The maximum age limit for all the above positions is 45 years, relaxable in deserving cases.
3. Remuneration: Approx. consolidated pay per months for the post of Manager is Rs. 83,000/- (Rupees Eighty-Three Thousand Only) with annual increase of Rs. 1,000/- (Rupees one thousand only) per annum.
4. **Tenure of Engagement:** The above Professional Functionaries will be engaged purely on contractual basis for a period of 3 years, extendable for another 2 years.
5. **Termination:** If any situation arises to terminate the contract appointment, the Port reserves the right to terminate the contract appointment by giving one month's notice.
6. **Claim for permanent absorption:** The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.

7. In case, eligible internal Officers of the Port desire to offer themselves for such position, their engagement shall also be on contractual basis on their selection, subject to their resignation from Port service. No retired officers or deputationists will be eligible to apply.
8. The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc., shall be as on **1<sup>st</sup> July, 2023**.
9. Only eligible applicants who fulfill the criteria of essential qualification, experience, age etc., prescribed for respective position shall apply.
10. The post qualification experience will be reckoned as experience for eligibility to the respective posts.
11. The Management reserves the right to cancel or make any changes in the number of vacancies, alteration/additions/deletions of any clause in the Terms and Conditions for any of the position (s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof.
12. (a) Application received without relevant documents as mentioned in the **Annexure-II** OR (b) application received after the due date OR both (a) & (b), will be summarily rejected without further communication.
13. The application should be addressed to the  
General Manager (Administration) & Secretary,  
**Jawaharlal Nehru Port Authority,**  
Administration Building, JNPA,  
Sheva, Navi Mumbai – 400 707.  
  
superscribing on the envelope as “Application **for the engagement of Manager (Corporate Legal)** on Contract basis”. The last date for receipt of the application is **7<sup>th</sup> August, 2023**.
14. **No TA/DA** will be paid for appearing for interview/test.

15. The shortlisted candidates will be called for further process through SMS/e-mail /postal address given only.
16. The selection process will be 90% weightage for educational qualification and experience and 10% weightage for the interview. Further while short listing candidates for interview, the ratio shall be 1:3. The number of posts may increase or decrease based on requirements.
17. The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, the candidate shall be responsible for converting the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
18. Any update, corrigendum etc., of this advertisement will be hoisted in the Port's website only. Hence, candidates are requested to keep track of this Port's website, i.e. [www.jnport.gov.in](http://www.jnport.gov.in) (Careers Section).
19. Changes if any in the recruitment process will be hoisted in this Port's website and no separate communication is made to the individual applicant.
20. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.
21. JNPA is not responsible for any printing error that might have inadvertently crept in.
22. Request for change of mailing address or e-mail address will not be entertained under any circumstances.
23. Court of jurisdiction for any dispute will be the Courts situated at Mumbai only.
24. **Settlement of Disputes:** In the event of any dispute arising out of this advertisement, contract, the interpretation, the decision of the Chairman, JNPT will be final and binding.

General Manager (Administration) & Secretary

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**Job Role, Profile, requirement of qualifications and experience  
of the incumbents for the post of Manager (Corporate Legal) on Contract Basis**

**(A) Role & Responsibilities:**

- ❖ Liaise with relevant departments to ensure where legal risks have been identified, appropriate courses of action have been taken.
- ❖ Continuously monitor compliance with statutory obligations and advise management accordingly
- ❖ Review progress of outstanding litigation and liaise with the external lawyers etc.

**(B) Essential Qualification & Experience**

**(i) Qualification: -**

Degree in Law from a recognized National/International University.

**(ii) Experience:**

5 years' work experience in legal wing of Corporates.

**(C) Desirable Qualification and Experience:**

**(i) Qualification: -**

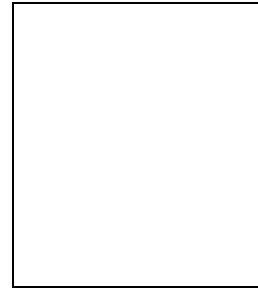
Master's degree in Corporate Maritime Law from a recognized National/International University.

**(ii) Experience: -**

Experience in Port/Shipping Sector/Infrastructure.  
Practicing experience as an Advocate.

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APPLICATION FORMAT



Application for engagement of professional Functionaries on Contract basis for the position of **Manager (Corporate Legal)** on Contract Basis

1.	Name of the Candidate :				
2.	Date of Birth (as on 01.07.2023) : (Enclose attested copy of proof)				
3.	Nationality :				
4.	Qualification : (Enclose attested copies of certificates)				
Sl. No.	Qualification (with Discipline / Branch)	Name of College/ University	Year of Passing	Marks secured/ Out of	Percentage
(i)					
(ii)					
(iii)					
(iv)					
NOTE: In case of CGPA etc., system of grading, the candidate shall convert the CGPA etc., grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature.					

Cont.....

5.	Experience in earlier posts held in the Chronological order as in below table (Enclose copies of proof)					
Sl. No.	Name of the Organisation with TAN Number	Post held	Scale of Pay	From	To	Nature of Duties
(i)						
(ii)						
(iii)						
(iv)						
(v)						
6.	Permanent Address :					
7.	Address for communication : with e-mail address and Tele./Mobile No.					
8.	Any other points, : applicant wish to submit					

DECLARATION.

I, Shri/Smt. \_\_\_\_\_ (name of the applicant) hereby declare that, the information furnished above are true and correct. I do hereby declare that I am not a retired employee and deputationist. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:

Date:

Signature of the candidate