



पारादीप पत्तन प्राधिकरण
PARADIP PORT AUTHORITY
PARADIP - 754 142, ODISHA (INDIA)
ADMINISTRATIVE DEPARTMENT



No.AD/RSC-22-68/2024/1132

Dated, the 03 June, 2024

ADVERTISEMENT

Paradip Port Authority (PPA) intends to engage 02 nos of **Manager (Legal)** on contractual basis on the following terms and conditions.

1. Name of the Post: Manager (Legal) (on Contract Basis).

2. Eligibility:

i) **Educational Qualification:** A full Time 3 year/5 year LLB degree course. (Preference will be given to the candidates having higher qualification in law)

ii) **Post Qualification Experience:**

(a) Minimum 5 years of working experience in any PSU/ Government/ Commercial Organisation as a full time Law Officer/ Executive/ Trainee.

OR

(b) Working in any Law Firm or Advocates practising in High Courts/ District Courts with minimum 5 years experience. Documents in support of number of cases filed/ appeared must be submitted.

(Preference would be given to the candidates having experience as per item no- ii(a) above at the time of selection)

iii) **Upper Age Limit:** 30 years. (Age relaxation of 5 years for SC/ST candidates and 3 years for OBC candidates)

3. Role & Responsibilities:

- Assist and work under the supervision of Secretary/ other HODs.
- Attending all types of suits filed by or against Paradip Port Authority.
- Assisting/ interaction with Solicitors/ Counsels/ Advocates.
- Attending/ Monitoring cases/ litigations.
- Declaring Affidavits, plaints/ petitions etc.
- Filing of applications, notices etc.
- Preparing para wise comments.
- Giving / leading evidences/ filing affidavit of evidence and give cross examination on behalf of PPA.
- Execute decrees.
- Visiting sites in connection with the cases.
- Any other related work required for the cases.
- Any other job assigned by PPA from time to time.

4. Selection Process: The selection of candidates shall be done through Written Test (or) Interview (or) both, to be decided by PPA depending on the number of applications. The syllabus for the written test shall be communicated to the shortlisted candidates with the call letters.

5. Terms & Conditions:

- i) **Period of contract:** 01 years with a provision for renewal based on requirement of PPA and performance of the Candidate.
- ii) **Remuneration:** A consolidated remuneration of **Rs. 60,000/-** (Rupees Sixty Thousand) only shall be paid per month. Annual increment @ 5% may be considered depending on satisfactory performance of the candidate.
- iii) **Leave:** 12 days casual leave only admissible.
- iv) **Medical Facilities:** They will be entitled for medical consultation in Paradip Port Authority Hospital **for self** only and not for referral facility.
- v) **Accommodation:** Unfurnished Type-B/C quarters on payment of usual rent along with Electricity/Water charges as applicable to Port Officers subject to availability.
- vi) **TA/DA:** They will be eligible to get admissible TA/DA as applicable to Class-II Officers of PPA when deputed outside the Head Quarter on Official Duty.
- vii) The engagement is purely temporary and may be terminated on one month notice or on payment of remuneration in lieu of it for the shortfall period from either side. However, the engagement is also terminable on 24 hours notice by PPA for unsatisfactory performance and for any act considering derogatory / detrimental to the interest of PPA.
- viii) The contract shall not confer any right/claim for absorption in Paradip Port Authority.
- ix) The successful candidates will be required to execute a Contractual Agreement Bond at the time of joining. The format of the bond shall be communicated to the selected candidates with the engagement order.
- x) Paradip Port Authority reserves the right to cancel/reject the advertisement/applications and no claim is admissible in such case of cancellation/rejection.
- xi) Interested candidates who fulfill the eligibility criteria may submit their application in the enclosed format to the following address, along with copy of self attested Certificates in support of their age, qualification, experience and two recent Passport size Photographs by **Speed post/ Registered post/ Courier on or before 17/2/2024** to **Secretary, Paradip Port Authority, At/Po- Paradip, Dist- Jagatsinghpur-754142, Odisha.**
- xii) Incomplete applications/applications without enclosures/ late applications will not be considered.
- xiii) PPA will not be responsible for any postal delay.


**Sr. Dy. Secretary,
for Secretary, PPA**
Paradip Port Authority

**PARADIP PORT AUTHORITY
ADMINISTRATIVE DEPARTMENT**

APPLICATION FOR THE POST OF MANAGER (LEGAL) ON CONTRACT

1. Name of the Candidate (in Block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Age as on **01.06.2024** : _____
5. Permanent Address (with pin code) : _____
6. Address for correspondence (with pin code) : _____
7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any : E-mail: _____
: Mob: _____
: Ph (off): _____
: Ph (Res): _____
8. Nationality : _____
9. Religion : _____
10. Whether belong to Minority Community, if yes, please specify. : _____
11. Whether belonging to SC/ST/OBC/ GEN/ Ex-servicemen. : _____
12. Gender : _____
13. Marital Status : _____
14. Language known (Read, write, speak and understand) : _____

Affix Passport
size
Photograph

15. Details of Educational Qualification from Matriculation onwards (Enclose self certified supporting Mark Sheets, Certificates & documents in support):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) University/ Board					
e) Main subjects					
f) Total aggregate percentage of marks obtained/ division/ etc.					
g) Whether regular study/part time/correspondence					

16. Details of experience in chronological order. (Enclose self certified Experience Certificate/ documents in support of number of cases filed/ appeared).

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Name of organization					
b) Post held with dates	Post				
	From				
	To				
c) Brief description of duties					
d) Details of experience					
e) Scale of pay					
f) Total Salary					

17. Details of Computer knowledge (Language(s) known and application Software used) : _____

18. Additional information, if any, which you would like to mention in support of your suitability for the post : _____

DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if at any stage of selection, the information furnished is false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for.

Date: _____
Place: _____

Signature: _____
Name : _____

Note: Attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without attested copies of all supporting documents.