



PARADIP PORT AUTHORITY

PARADIP - 754 142, ODISHA (INDIA)

ADMINISTRATIVE DEPARTMENT



No. AD/RSC-III-21/3/2011/1837

Dated, the 04 - August, 2024
SEP

ADVERTISEMENT

Paradip Port Authority (PPA) an autonomous body under Ministry of Port, Shipping & Waterways, invites applications from Indian Nationals for engagement of 02 numbers of **Assistant (Legal) on Contractual Basis :-**

Sl. No.	Name of Post	Remuneration (Consolidated)	Eligibility Criteria
01	Assistant (Legal) (On Contract) (Vacancy - 02)	Rs.35,000/- Per Month	<p>Essential:-</p> <p>i) Degree in Law from a recognized University.</p> <p>ii) 05 years experience in legal work in a legal establishment / Industrial / Commercial / Govt. undertaking (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.)</p> <p>iii) Preference will be given to the candidate having Post Graduate Degree in Law / MBA from a recognized University.</p>

GENERAL CONDITIONS

- i) Upper Age Limit – 35 Years as on 01.09.2024.
- ii) Applications, complete in all respects in the prescribed format and addressed to **the Secretary, Paradip Port Authority, Dist-Jagatsinghpur, Odisha- 754142 should reach the office of the Secretary, Paradip Port Authority** by REGISTERED POST before the last date.
- iii) The envelope containing the application should be clearly super-scribed in **BOLD** capital letters as :-“**APPLICATION FOR THE POST OF _____**”.
- iv) Applicant must attach two latest passport size photographs mentioning his/her name on the back side.
- v) The engagement will be initially for 01 year and extendable further based on the performance of the selected candidates and requirement of Paradip Port Authority with **5% increment** per year.
- vi) The selection will be based on Written Test or Interview or both as per the discretion of PPA. The Shortlisted applicants only shall be called for document verification / Written Test / Interview.
- vii) The candidate should not have convicted by any Court of Law.

viii) No request for change of any entries or part, originally indicated in the application form, shall be entertained.

ix) The candidates shall be held responsible for correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage, action shall be taken against the candidates, including dismissal / termination from service as per rule, without any notice.

x) Self-attested copies of documents in proof of age/date of birth and in support of educational qualification and experience must be enclosed. Application will not be considered without self-attested copies of all supporting documents.

xi) Canvassing in any form will lead to disqualification.

xii) The candidates should note that PPA will in no case be responsible for incomplete/ non-receipt/ late receipt of their applications for any reason whatsoever.

xiii) The candidates are advised to visit the website www.paradipport.gov.in for further instructions/directions/amendments etc. from time to time, for written test/ interview e.t.c.

xiv) PPA reserves the right to modify/amend/cancel the advertisement, if required, at any time, due to administrative reasons without assigning any notice/reason thereof.

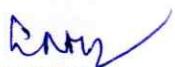
xv) Any kind of dispute with regard to the recruitment will be subject to jurisdiction within the district of Jagatsinghpur, Odisha only.

xvi) The engagement is purely on contractual basis and the selected candidates will not confer any right of claim regular appointment etc.

xvii) No TA/DA is admissible for appearing in written test or interview/personal discussions etc.

xviii) The contractual engagement may be terminable on one month's prior notice or on payment of salary in lieu of it for the shortfall period from either side. However, the engagement is also terminable on 24 hours notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of PPA.

xix) Last date for receipt of application is **20.09.2024**.



Secretary,
Paradip Port Authority



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(APPLICATION FOR THE POST OF: _____)

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 01.08.2024 : _____
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: _____
: Landline No: _____
8. Nationality : _____
9. Religion : _____
10. Whether belongs to Minority /Community, If yes, please specify. : _____
11. Whether belongs to ST/SC/ OBC/GEN : _____
12. Gender : _____
13. If physically handicapped, Sub-Category of PH (enclose self attested certificate) : _____
14. Marital Status : _____

Affix
Passport
size
Photograph

15. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) Regular / Part Time / Distance Mode					
e) University/ Board					
f) Main subjects					

6. Details of experience (in chronological order). (Enclose a separate sheet, duly signed, if the space below is insufficient.) : _____

Sl. No.		(1)	(2)	(3)	(4)	(5)
a) Name of organization						
b) Post held with dates						
	From					
	To					
c) Brief description of duties						
d) Details of experience						
e) Scale of pay						
f) Class (I, II, III IV) / In case of private service (Executive / Non- Executive)						
g) Total Salary						

17. Details of computer knowledge (ERP
knowledge, Language(s) known, application : _____
Software used e.t.c.)

18. Language(s) known (Read, write, speak and
understand) : _____

19. Whether convicted by any Court of Law
(Yes/No), If yes, please specify. : _____

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 found to be false or misleading, my candidature/ appointment/ services will stand cancelled/ terminated, without assigning any reasons therefor.

Date: _____

Signature: _____

Place: _____

Name : _____