

CHENNAI PORT AUTHORITY
(An autonomous body under the Ministry of Ports, Shipping and Waterways)
General Administration Department

Walk-in Interview for Senior Legal Executive (on Contract basis)

On Date : 1st of July, 2024

<u>Qualification</u>	Degree in Law with minimum 55% marks from a recognized university.
<u>Experience</u>	5 years' legal experience in a reputed organization viz. Government/PSU/Central Govt. & State Govt. Autonomous bodies/ Registered Private Companies or Legal Firms under Companies Act.
<u>Age Limit</u>	40 years
<u>No. of Vacancy</u>	One
<u>Contract period</u>	2 years (further extendable, subject to review of performance and requirement)
<u>Remuneration</u>	Rs.1,00,000/- with annual increment at the rate of 5% on monthly remuneration
<u>Job Specifications</u>	<ol style="list-style-type: none"> a. Coordinating the daily operational activities of the Legal Section, effectively and efficiently. b. Drafting & Vetting of Legal Documents\correspondences\internal notes\note sheets\matters having legal implications. c. Checking Cause List of Madras High Court and Other Courts, Attending Court Proceedings and Arbitration Proceedings. d. Rendering assistance in Alternative Dispute Resolution including assistance in out of court settlement and interacting/ liaising with Panel Advocates. e. Overseeing litigation and providing effective litigation support\ Obtaining appropriate legal advice or legal opinion wherever the Legal Section does not have in house capacity. f. Effectively rendering assistance in defending/ filing suits of ChPA in all legal matters with the support of Legal Counsels. g. Legal services providing general legal advice to the entire organization and assessing legal risk and development of mitigation h. Shall work on Saturdays, Sundays and other closed holidays, if required. i. To perform allied works of General Administration Department as will be assigned.
<u>General Terms and condition</u>	<ol style="list-style-type: none"> a. Hours of Work: Shall be required to work during normal working hours of the Port and such extended hours as necessary for proper discharge of his/her duties to the Port. b. Leave/ Holidays: Will be permitted to avail one day paid leave in a month in addition to weekly off (Sunday) and Port Holidays. Not entitled to any other leave. c. Accommodation: Based on the availability of Port's quarters, the quarters in the port colony will be allotted, on request. The license fee,

	<p>electricity and water charges as applicable to the regular employees of the Port will be recovered from the remuneration.</p> <p>Medical facility: Medical Facility at ChPA Hospital shall mean and include Out-patient and In-patient treatments, Testings, all the medical examinations, etc. that are all available with the facilities of ChPA Hospital. But this may not include any investigation or treatment through referral empanelled lab or hospitals. This Medical facility may be extended to the person engaged along with the spouse, dependent parents and upto two dependent children.</p> <p>Age limit for dependent children for availing medical facilities, shall be as follows:</p> <p>(i) Sons – Till he starts earning or attains the age of 25 years, whichever is earlier.</p> <p>(ii) Daughters – Till she starts earning or gets married or attains the age of 25 years, irrespective of age limit, whichever is earlier.</p> <p>(iii) However, there is no age limit for sons/ daughters suffering from permanent disability of any kind (Physical or mental – to be certified by the ChPA Medical Officer).</p> <p>In this regard, the selected candidate has to file an annual declaration on the Dependency status for continuing the medical facility.</p> <p>d. The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is terminable with 24 hrs notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of Chennai Port Authority.</p>
<p><u>Interview Procedure</u></p>	<p>a. Candidates have to report & register their name at the venue (New Conference Hall, Centenary Building, Chennai Port Authority, No.-1, Rajaji Salai, Chennai -600001) between 10 AM to 11 AM and submit the application as per the attached format, with required documents to fulfil the eligibility and experience criteria.</p> <p>b. The Certificates and other details will be scrutinized and the Candidates will be shortlisted by 1 PM.</p> <p>c. All the Candidates thus shortlisted will be interviewed in the same day afternoon session. If the candidate is not fulfilling the eligibility requirement, He/She will not be shortlisted for interview. <i>Candidates having experience in Legal Firm(s) should ensure that the Legal Firm(s) is incorporated under the Companies Act.</i></p> <p>d. The candidates should bring all certificates in original and one photocopy of each certificate in support of age, educational qualification, experience, community certificate, etc. in support of his / her candidature.</p>

e. 22/06/2021
 Secretary
 Chennai Port Authority

C. 22/06/2021

22/06/2021

Application Proforma for Walk-in-interview for the position of Senior Legal Executive (On Contract)

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/06/2024):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR):
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)



Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
Post Graduate Degree			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

Organization	Emoluments	Post	Period (From ----- to -----)	Duration
Experience in registered private companies or legal firms under Companies Act				Yes / No
If Yes, Registration No. may be mentioned				

Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed. The candidature does not confer any right to call for interview / appointment in Chennai Port Authority.

(Full Signature of Applicant with Date)

(Handwritten Signature)
21/6/24