

VISAKHAPATNAM PORT TRUST  
(GENERAL ADMINISTRATION DEPARTMENT)  
(LAW SECTION)  
VISAKHAPATNAM – 530035

Notice No. LSN/1/2017 , Dt. 07.11.2017

Name of the post	: Asst. Legal Advisor	Sr. Asst. Legal Advisor
Consideration	: Rs. 25,000/- P.M	Rs. 35,000/- P.M
Required No.	: 02 Positions	01 Position
Qualifications & Experience as on 01.11.2017	: <u>Essential:</u> A Degree in law from a recognised University with at least 5 years of post-qualification experience as Advocate at Bar or executive experience in legal department of any PSU or reputed Corporate Company  <u>Desirable:</u> Post Graduate in Law	<u>Essential:</u> A Degree in Law from a recognised University with at least 10 years of post-qualification experience as Advocate at Bar or executive experience in legal department of any PSU or reputed Corporate Company  <u>Desirable:</u> Post Graduate in Law
Age as on 01.10.2017	: Should not have completed 35 Years of age	Should not have completed 40 Years of age
Period of Contract	: 3 years extendable by another 2 years	3 years extendable by another 2 years
Last date of receipt of applications.	: 30.11.2017	30.11.2017

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- (i) The engagement will be for a period of three years extendable by two years and on expiry of the said period, the contractual engagement will be automatically terminated. However on expiry of the contract, VPT reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
- (ii) The candidates will be paid a monthly consideration (fixed consolidated remuneration) of Rs.25,000/- or Rs.35,000/- as the case may be as indicated in the notice with an annual enhancement of 10% i.e. Rs.2,500/- or Rs.3,500/- as applicable to the position.
- (iii) The selected candidate shall be responsible and attend all the legal issues of VPT including but not limited to court cases, internal legal opinions, scrutiny of various agreements, bonds, guarantees etc. and shall also attend in respect of court related matters on regular basis and any other job assigned by Secretary/Dy. Chief Law Officer from time to time.
- (iv) The candidate may avail the facility of VPT accommodation (unfurnished) on payment of licence fee / rent as applicable.
- (v) The office of the selected candidate will normally be at Head Office at AOB, Visakhapatnam Port Trust, Visakhapatnam-35. However, the candidate may be required to work at any place as desired by Visakhapatnam Port Trust.
- (vi) The selected candidate will be required to work full time. The present office timings of VPT on week days are 10.00 AM to 05.00 PM except on Friday and Holidays. The office timings on Friday is 10.00 AM to 05.30 PM, 2<sup>nd</sup> and 4<sup>th</sup> Saturdays and Sundays are Holidays. However, in case of necessity, he/she may be required to work on Saturday without any compensation. For work on weekly off day / declared National Holiday in exigency, he/she will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.
- (vii) The selected candidate will be permitted to avail leave at the sole discretion of Secretary / VPT after completion of 6 months from the date of engagement at the rate of 12 days per every. However, in any case not more than 7 days can be availed in a half year i.e. within a period of 6 months and such leave shall be availed with prior approval only. For any unauthorized absence in excess of 7 days deduction will be made at the rate of two days remuneration for every one day of such unauthorised absence from the consideration apart from terminating the contract.
- (viii) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in VPT Hospital for self only. However, no reimbursement of medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.
- (ix) The selected candidate will be responsible for the charge and care of VPT's goods and stores and all other properties that may be entrusted on him/ her and will be accountable for the same.
- (x) The candidate will directly report to Dy. Chief Law Officer.