

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No. C2/01/2023, Dated : 05-01-2023

Visakhapatnam Port Authority desires to engage one Legal consultant and one Legal Assistant in Law Division of General Administration Department, on contract basis, initially for a period of one year, on the terms and conditions specified, on payment of consolidated monthly remuneration, as follows:

Post	Qualifications	Age	Remuneration per Month. (consolidated)	Number of Posts
Legal Consultant	<p>Essential:</p> <p>(i) Degree in Law or equivalent, regular, from a recognized National University / Institution.</p> <p>(ii) Twelve years executive experience in a legal wing / establishment of an Industrial / commercial / Govt. undertaking OR Twelve years standing practice as an Advocate in any Court of Law including High Court OR 10 years' experience as a Judicial Officer OR combined experience of 12 years in a legal establishment of an Industrial / commercial / Government Undertaking and Standing practice as an Advocate in any Court of Law including High Court and as judicial officer.</p> <p>(iii) Proven Track record in Contract Negotiation and drafting.</p> <p>Desirable :</p> <p>(i) Post Graduate degree in Corporate / Maritime Law from a recognized National University / Institution.</p> <p>(ii) Experience in Port / Shipping Sector / Infrastructure.</p> <p>Note:- Preference will be given to persons having experience in Laws applicable to Marine / Estate / Property / Commercial Contracts / Tenders /PPP Projects /Arbitrations /Service Matters.</p>	Not more than 65 Years as on the date of notification.	Rs. 1,00,000/- PM (One Lakh per month)	ONE (1)
Legal Assistant	<p>Essential:</p> <p>(i) Degree in Law or equivalent, regular, from a recognized National University / Institution.</p> <p>(ii) Five years' experience in dealing with Legal Matters, Disciplinary Matters and Establishment Matters including handling departmental Court Cases both at Local Courts and at High Courts etc.,</p> <p>(iii) Experience in Legal documentation (preparing Counters, Affidavits and other related matters).</p> <p>(iv) Proven Track record in Contract Negotiation and drafting.</p> <p>Desirable :</p> <p>(i) Post Graduate degree in law from a recognized university.</p> <p>(ii) Diploma or 03 Months Certificate Course in computer Applications from a recognized institute.</p>	Not more than 35 Years as on the date of notification	Rs. 40,000/- PM (Forty Thousand per month)	ONE (1)

Legal Consultant: Role & Responsibilities:-

- a) He will be responsible for the court cases and provide strategic vision & plan to the Management for handling of various court cases of the Port in right perspective and to take appropriate decision in perusing the cases.
- b) Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and developing & mentoring staff.
- c) Will advise and act on legal risk, policy development, litigation management, regulatory competence, contact negotiation etc.,
- d) Provide legal protection and risk management advice to management especially on contract management.
- e) Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.

Legal Assistant : Role & Responsibilities:-

- a) He will be responsible for the court cases, administratively support and attend to the courts etc., as and when required.
- b) Prepare case briefs.
- c) Monitor deadlines and update case status from time to time.
- d) Liaise with relevant departments, Locate and develop case relevant information.
- e) Attend to the day to day works of the legal division.

Capabilities:

- Should have excellent communication skills, especially in English, Hindi, Telugu etc. and should be adept in operating computers & MS office.
- Should be adept in providing advice on legal matters, Drafting Legal opinions, Memoranda, formulating formalities regarding settlements of disputes etc.,
- Should have qualities for maintaining good Industrial / Trade and Public relations.
- Should be dynamic, energetic go getter and ready to travel throughout the country, etc., on call / short nature.

Applications are invited from the interested eligible candidates fulfilling the prescribed qualification and experience may submit their candidature as in the Model Application Format (Annexure-I) along with self-attested Photocopies of all certificates in support of Age, Educational qualification & experience **on or before 31-01-2023** in envelope superscribed "Application for the Post of Legal Consultant / Legal Assistant", to the following address. Applications incomplete in any respect or received after the last date will not be entertained.

Address: SECRETARY
1st Floor, Administrative Office Building
Visakhapatnam Port Authority.
Visakhapatnam-530035.

Canvassing any form will be a disqualification. VPA reserve the right either to cancel the notification or increase or decrease number of posts including device in its own method in selecting the candidates.

Mere fulfilling the minimum prescribed qualifications will not vest any right upon the candidate for being called for Selection / Interview. Similarly, mere submission of application does not confer any right on the candidate for being called for selection / interview. No correspondence will be entertained in this respect and interim enquiry will not be attended to. Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for the selection / Interview. Wrong declaration / submission of false information or any other action contrary to the Law shall lead to cancellation of the candidature at any stage.

For further details, visit Port Website i.e. www.vizagport.com

for SECRETARY
VISAKHAPATNAM PORT AUTHORITY
सचिव /SECRETARY
विशाखपट्टनम पोर्ट ट्रस्ट
Visakhapatnam Port Trust
विशाखपट्टनम-530 035
Visakhapatnam -530 035

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GENERAL ADMINISTRATIVE DEPARTMENT
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TERMS & CONDITIONS APPLICABLE TO THE LEGAL CONSULTANT / LEGAL ASSISTANT
ENGAGED PURELY ON CONTRACT BASIS ON PAYMENT OF CONSOLIDATED REMUNERATION IN
VISAKHAPATNAM PORT AUTHORITY

01. The Legal Consultant / Legal Assistant should work in Visakhapatnam Port Authority under the Administrative control of Secretary (HoD) of General Administration Department/VPA.
02. He /She will be posted in Law Division/ GAD and should attend on all working days. He /She should attend the works entrusted by the SECRETARY/ Sr. PO / Law Officer.
03. He /She will be paid a consolidated payment / remuneration of Rs.1,00,000/- (Rupees One Lakh only) per month for Legal Consultant and consolidated payment / remuneration of Rs.40,000/- (Rupees Forty Thousand only) per month for Legal Assistant, subject to submission of performance appraisal by the Law Officer every month.
04. Income Tax as applicable will be recovered from the consolidated remuneration as per the extant I.T rules.
05. He /She will be eligible for 12 days Leave in One Year on pro-rata basis. Prior permission should be obtained from the Competent Authority. In the event of absence, the remuneration will be paid on pro-rata basis, for actual days of working.
06. He /She will not be entitled to any benefits except the consolidated payment remuneration prescribed.
07. Legal Consultant deputed to Courts out side Visakhapatnam is entitled to draw TA & DA as equivalent to employees drawing pay range below Rs. 53300/-
08. Legal Assistant deputed to Courts out side Visakhapatnam is entitled to draw TA & DA as equivalent to employees drawing pay range below Rs. 29600/-
09. He /She is forbidden from receiving any remuneration or reward from the Employees, Port users viz., Shipping Agencies/Stevedores, Clearing & Forwarding agents, Agencies etc., and its staff for professional services rendered in his /her official capacity.
10. His /Her services are terminable with one month notice on either side or one month consolidated monthly pay in lieu of such notice without assigning any reason. VPA has got every right to rescind the contract at any time without assigning any reason.
11. This temporary engagement is strictly on contract basis for a period of one year only which does not confer any right for claiming any regular appointment for any post in the Port Authority, in future. The continuation during the period is also subject to review of his/her performance.
12. The terms of appointment of Legal Consultant / Legal Assistant is initially for a period of one year from the date of taking up the appointment. However, in case of necessity, at the sole discretion of VPA may continue for a further period on terms and conditions that may be indicated by the Port.

16. Any other conditions which may be required will be included/ incorporated in addition to these by VPA by serving a notice to the Legal Consultant / Legal Assistant to meet the requirements of exigencies during the contract period.
13. He /She will maintain absolute integrity and devotion to duty and will be liable for penal action for misconduct or causing loss to Port property out of neglect or fault attributed to him/ her during the period of his/ her contract engagement. No commercial / confidential information pertaining to VPA should be shared with any individual or organization without prior knowledge of the competent authority. Otherwise, they are liable for action.
14. The Legal Consultant / Legal Assistant should make his/ her own arrangement of transport for attending and leaving the office.
15. He /She has to devote his/ her whole time and attention to the interest of the Organization and will not engage himself/ herself to any other work either paid or in honorary capacity. Any refusal to carry out any acts without sufficient reasons will be liable for action by the Port as ordered by the Competent Authority.
16. Any other conditions which may be required will be included/ incorporated in addition to these by VPA by serving a notice to the Legal Consultant / Legal Assistant to meet the requirements of exigencies during the contract period.
17. Court of Jurisdiction for any dispute will be at Visakhapatnam only. However for any dispute arising out of and during the contract period between VPA & Legal Consultant / Legal Assistant, the same shall be referred to Chairman/VPA, whose decision shall be final and cannot be questioned by the Legal Consultant / Legal Assistant.
18. The VPE (Temporary Service) Regulations, 1991 shall not apply to candidates engaged on contract, as per para-3 of the said Regulation.

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for **SECRETARY**

VISAKHAPATNMA PORT AUTHORITY

सचिव /**SECRETARY**
विशाखपट्टणम पोर्ट ट्रस्ट
Visakhapatnam Port Trust
विशाखपट्टणम-530 035
Visakhapatnam -530 035

MODEL APPLICATION FORMAT
(Use Separate Typed Format)

FOR THE POST OF LEGAL CONSULTANT / LEGAL ASSISTANT (ON CONTRACT BASIS)
IN VPA IN RESPONSE TO NOTIFICATION NO. C2/01/2023 Dt. 05.01.2023

Paste Recent Color
Passport size Photo
(3.5 cm X 3.5 cm)

1	Name of the Candidate:					
2.	Father Name :					
3	Date of Birth: (Age as on 05.01.2023)					
4	Nationality & Caste (SC/ST/BC/OBC & Religion):					
5	Marital Status & Spouse Name, if Married.					
6.	Languages Known: (Read, Write and Speak)					
7	Educational Qualifications: (in chronological order from SSC) (Enclose Self Attested copies of certificates)					
8	Educational Qualification	Name of College/ University / Board	Year of passing	Discipline /Branch / Specialization / Elective Subjects	Marks secured and Percentage	No of Attempts.
(i)						
(ii)						
(iii)						
(iv)						
9.	Additional qualifications, if any :					
10.	Details of Employment / Experience in chronological order : (Enclose self-attested copies of documents in support):					
	Name of the Organization	Post held	From	to	Nature of duties	Remuneration / Salary Drawn Per month.
(i)						
(ii)						
(iii)						
(iv)						
(v)						
11.	Permanent Address:					
12.	Address for Communication With e-mail address and Mobile / Telephone No.					
13.	Any other information The Applicant desires to submit in support of his candidature.					

DECLARATION

I, Shri/Smt. _____ (name of the applicant) do hereby declare that, the particulars / information furnished above by me are true and correct to the best of my knowledge and belief. In the event of any information being found to be incorrect/false, I myself render liable for disqualification for the post applied for and my candidature / appointment may be cancelled /terminated without any notice, apart from necessary action as deemed fit.

Place:

SIGNATURE OF THE CANDIDATE

Date: .01.2023