

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

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

On Date : 4th of October, 2023

<u>Qualification</u>	Senior Legal Executive	Degree in Law with minimum 55% marks from a recognized university.
	Legal Executive	
<u>Experience</u>	Senior Legal Executive	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.
	Legal Executive	3 years' legal experience in a reputed organization viz. Government/PSU/Central Govt. & State Govt. Autonomous bodies/ <i>Registered Private Companies or Legal Firms under Companies Act.</i>
<u>Age Limit</u>	Senior Legal Executive	40 years
	Legal Executive	35 years
<u>No. of Vacancy</u>	Senior Legal Executive	one
	Legal Executive	one
<u>Contract period</u>	Senior Legal Executive	2 years (further extendable, subject to review of performance and requirement.)
	Legal Executive	
<u>Remuneration</u>	Senior Legal Executive	Rs.1,00,000/- with annual increment at the rate of 5% on monthly remuneration
	Legal Executive	Rs.80,000/- with annual increment at the rate of 5% on monthly remuneration
<u>Job Specifications</u>	Senior Legal Executive	<ul 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.
	Legal Executive	

		<p>g. Legal services providing general legal advice to the entire organization and assessing legal risk and development of mitigation</p> <p>h. Shall work on Saturdays, Sundays and other closed holidays, if required.</p> <p>i. To perform allied works of General Administration Department as will be assigned.</p>
<u>General Terms and condition</u>		<p>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.</p> <p>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 paid sick leave</p> <p>c. Accommodation: Based on the availability of Port's quarters, the quarters in the port colony will be allotted, on request. The license fee, electricity and water charges as applicable to the regular employees of the Port will be recovered from the remuneration.</p> <p>d. Medical facility: Shall be provided with Outpatient and Inpatient facility in Port Hospital, to self, spouse and two dependent children upto 21 years.</p> <p>e. 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>
<u>Interview Procedure</u>		<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 10Am to 11 AM and submit the resume 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 from 2 PM. If the candidate is not fulfilling the eligibility requirement, he/she will not be shortlisted for interview. <i>Candidates having experience at Legal Firm(s) should ensure that the Legal firm(s) is incorporated under the Companies Act.</i></p> <p>d. If the candidate is eligible for both the posts and is willing to apply for both the posts, then he/she has to submit two separate applications for applying for both the posts.</p>


 Secretary
 Chennai Port Authority