



**PARADIP PORT TRUST**  
PARADIP - 754 142, ODISHA (INDIA)  
**ADMINISTRATIVE DEPARTMENT**



**APPLICATIONS ARE INVITED FOR THE FOLLOWING ENGAGEMENT ON CONTRACTUAL BASIS IN PARADIP PORT TRUST**

**ADVT. NO.AD/RSC-22/196/2015/(Pt.III)/2107**

**Dated, the 16<sup>th</sup> June, 2017**

1. Paradip Port Trust, an Autonomous Body under the Ministry of Shipping, invites applications for the following engagements.

Sl. No.	Area of profession	No. of Post	Age Limit	Remuneration
1	Chief Manager (Corporate Legal)	01	Below 55 years	Rs.98,000/- P.M.(approx.)

2. **Essential Qualification:**

- Degree in Law from a recognized National/International University.

**Desirable Qualification**

- Master's degree in Corporate / Maritime Law from a recognized National/International University.

3. **Experience:**

- 15 years work experience in **Legal/Administration/Estate matters** in executive cadre in a responsible capacity in Govt./autonomous/public sector or reputed private/industrial establishments. Proven track record in contract negotiation and drafting.

**Desirable Experience :-**

- Experience in Port / Shipping Sector/Infrastructure.
- Practicing experience as an Advocate.

4. **Role and Responsibilities**

- He will be responsible for the court cases and advise the Management in handling right perspective to take appropriate decision in perusing the cases.
- Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.
- Will advise and act on legal risk, policy development, litigation management, regulatory competence, contract negotiation etc.

5. The relaxation in age limit may be considered in case of deserving candidates at the discretion of PPT.
6. The remuneration is also subject to revision basing on the Quarterly up/downward revision on change in % variable IDA.
7. The professional functionaries will be engaged purely on contractual basis for a period of 3 years, extendable by another 2 years. In case eligible internal Port officers desire to offer themselves for such positions, on their selection, their engagement shall also be on contractual basis and they will have to resign from Port service.
8. No retired officers or deputationists will be engaged for these assignments.
9. If the Port desires to follow interview mode for selection of the professionals, atleast 90% weightage is given to qualifications and experience of the candidates and not more than 10% weightage is given to performance in the interview. Further, while shortlisting candidates for the interview, the ratio of 1:3 may be followed with regard to vacancies and candidates called for interview. However, PPT reserves the right to alter the ratio as would be felt necessary at the time of shortlisting.
10. The cutoff date for determining the age is **01.06.2017**.
11. 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 from service as per rule.
12. Appointing Authority reserves the right to cancel selection process fully or partly without assigning any reason thereof.
13. **Further details on professional qualifications, experience, duties and responsibilities, proforma of application, etc., the candidates may visit port website [www.paradippport.gov.in](http://www.paradippport.gov.in).**
14. Applications received after due date, incomplete applications without enclosures etc. will not be considered.
15. The Candidates who had earlier applied may not apply again.
16. Desirous candidates may submit the applications in the prescribed format (attached herewith), addressed to **Secretary, Paradip Port Trust, Administrative Department, Paradip Port Trust, Dist- Jagatsinghpur, Pin-754142, Odisha**, along with self-attested photo copies of certificates of age and required educational /professional qualifications & experience, etc.
17. Last date for receipt of applications is **31/7/2017**.

**Secretary,  
Paradip Port Trust**

**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**  
**APPLICATION FOR THE POST OF: CHIEF MANAGER (CORPORATE LEGAL)**

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 01.06.2017 : \_\_\_\_\_
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: \_\_\_\_\_  
 Ph (off): \_\_\_\_\_  
 Ph (Res): \_\_\_\_\_
8. Religion :
9. Whether belong to Minority/Community, if yes, please specify. :
10. Whether belongs to SC/ST/OBC :
11. Gender :

Affix Passport size Photograph
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12. Details of Educational Qualification 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) University/ Board					
e) Main subjects					
f) Total aggregate & percentage of marks obtained, division and remarks, if any					

13. 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. Salary						

14. Details of computer knowledge  
Language(s) known and application  
Software used : \_\_\_\_\_

15. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : \_\_\_\_\_

16. Language known (Read, write, speak and understand) : \_\_\_\_\_

#### 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 undertake that, if at any stage of selection or misleading, then my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name : \_\_\_\_\_

Note: Attested copies of documents in support of education qualification and experience must be enclosed. Application will not be considered without attested copies of supporting documents.