



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



No.AD/RSC-III-21/3/2011/527

Dated, the 01st March, 2021

ADVERTISEMENT

Paradip Port Trust intends to engage **02 (Two) Assistant (Legal)** on **Contractual basis**. The details regarding post showing qualifications, remunerations etc. for the post are as below:

Sl. No	Post	Qualification	No. of Posts	Age	Remuneration (Consolidated)
1	Assistant (Legal) (on contract)	<u>Essential:-</u> i) Degree in Law from a recognized University. ii) 05 years experience in a legal establishment/ Industrial/ Commercial/ Govt. undertaking. iii) Preference will be given to the candidate having knowledge in Computer and/or Post Graduate Degree in Law from a recognized University.	02 nos.	35 years	Rs.28000/- per month

B) Terms & Conditions :

- i) PPT reserves the right either to cancel the circular or increase/decrease the number of engagements without assigning any reason thereof.
- ii) The engagement will be for **01 year** and extendable further based on the performance and requirement of Paradip Port Trust.
- iii) The selected candidate will be paid a fixed consolidated monthly remuneration of **Rs.28000/-** per month with yearly enhancement of **Rs.840/-**.
- iv) The selected candidate will be provided PPT quarters, subject to availability, on recovery of usual charges as applicable to Port Employees.
- v) The selected candidate will be posted under Administrative Department, Paradip Port Trust.
- vi) The selected candidate will directly report to the Secretary, PPT, or any other officer nominated by him for discharge of duties.
- vii) Closed holidays, national holidays, as applicable to Port Employees, will be admissible. The working days/hours would be at par with Port employees and there is no provision for any extra remuneration if the work is done beyond office hours/holidays.
- viii) The selected candidate will be entitled to medical facilities, as available in Port Hospital, PPT, for self only. However, no reimbursement for medicine/ medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident, occurred in the course of and arising out of the contractual engagement.

- ix) The selected candidate shall be responsible for charge and care of the PPT money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- x) If the selected candidate is required to go on official tour outside Head Quarters at PPT, he will be entitled to TA/DA, as applicable to the similarly placed regular incumbents in the class-III category.
- xi) The selected candidate should not leave headquarters without prior permission of Secretary, PPT.
- xii) The selected candidate will maintain absolute integrity and devotion to duty and will be liable for penal action for misconduct or causing loss to Port property attributable to her/him during the period of contract engagement.
- xiii) The contractual engagement may be terminable on one month's notice from either side. However, the engagement is also terminable on 24 hours notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of PPT.
- xiv) The engagement is purely on contractual basis and the selected candidates will not confer any right of claim regular appointment etc.
- xv) Canvassing in any form will lead to disqualification.
- xvi) No TA/DA is admissible for appearing in written test or interview/personal discussions.

C) Selection Methodology: The selection will be based on Written Test. The Shortlisted/qualified applicants shall be called for document verification, at a venue and time, which shall be intimated later.

D) General Instruction:

a) Candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates/ testimonials. Application in sealed envelope superscribing "Application for contractual engagement of Assistant (Legal)", should reach the **Office of the Secretary, Paradip Port Trust, Po-Paradip Port, Dist-Jagatsinghpur, Odisha-754142, by March 31st 2021.** Mere fulfillment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete application received after the last date may not be entertained.

E) Interested candidates are advised to visit PPT website regularly for further updates.

Sd/-
Sr.Dy.Secretary
Paradip Port Trust

PARADIP PORT TRUST

APPLICATION FOR THE POST OF ASSISTANT (LEGAL) ON CONTRACTUAL BASIS

- 1] Name :
- 2] Father's Name :
- 3] Date of Birth :
(Self-Certified copy of proof to be enclosed)
- 4] Age :
(As on March 01,2021)
- 5] Permanent Address :
:
:
- 6] Address for Communication :
:
:
- 7] Telephone : **Landline** : **Mobile** :
- 8] E-mail ID :
- 9] Nationality :
- 10] Religion :
- 11] SC/ST/OBC :
- 12] Educational and other qualifications ::

Affix Passport size
Photograph

Sl. No.	Examination	Subject/ Honors/ Pass Course	Name of the Board/ College/ University	Percentage(%) with Division/ Class

(Self-certified copies of Marks sheets/ Certificates to be enclosed)

- 13] Professional qualification : (if any) :
- 14] Experience :

Post	Scale of Pay & Present Basic Pay & Gross Pay	Organization	From	To	Period

- 9] Language known
(Read, Write and Speak) ::
- 10] Any other information ::

In the event of my selection to the above post, I will not withdraw and undertake the accept the appointment/ posting.

Place:

Date:

Signature of the Applicant