

**Jawaharlal Nehru Port Authority**  
**Administrative Building**  
**Sheva, Navi Mumbai – 400 707.**

JNP/ADMN/2022/

Dated : 27th April, 2022.

**ADVERTISEMENT**

Jawaharlal Nehru Port Authority intends to engage 02 (Two) Legal Assistant on Contractual basis. The details regarding eligibility qualifications, stipend etc. for the post are as below:

Sr. No.	Post	Qualification Essential	No. of Posts	Stipend (Consolidated)
1.	Legal Assistant (on contract)	<p>i. LLB with at least one year working experience in legal department of any public sector undertaking / Autonomous body / Reputed Company or Law Firm or Advocate office.</p> <p>ii. Preference will be given to applicants having experience in handling of legal issues pertaining to Shipping / Port Sector / PSU.</p>	2	Rs. 25000/- per month

**B. Terms and Conditions:**

- i. JNPA 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 02 year and extendable further based on the performance and requirement of Jawaharlal Nehru Port Authority.
- iii. The selected candidate will be paid a fixed consolidated monthly remuneration of Rs.25000/- per month plus 5 % increase each year, if contract is extended beyond a year.
- iv. The selected candidate will be posted under Legal Section, Administration Department, Jawaharlal Nehru Port Authority.
- v. 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.
- vi. The selected candidate shall be responsible for charge and care of the JNPA money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.

- vii. 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.
- viii. The contractual engagement may be terminated on one month's notice from either side. The engagement can also be terminated on 24 hours notice for unsatisfactory performance or for any act considered to be derogatory / detrimental to the interest of JNPA or for any other reasons as per decision of JNPA.
- ix. The engagement is purely on contractual basis and it does not in any way amount to any employment in JNPA and it does not confer any right to claim any employment in JNPA against any post whatsoever at any time.
- x. Canvassing in any form will lead to disqualification.

**C. General Information**

- i. Indian Nationals only need to apply.
- ii. After selection, the waitlist panel will be valid for a period of one year from the date of finalization and shall be applicable in case of selected candidates not joining for any reason or selected candidates leaving the work.
- iii. Candidates are advised in their own interest not to furnish any particulars that are false, tampered, fabricated or suppress any information while filing up the application form or during the verification process. In any such case, the candidature/engagement made shall be treated as null/void at any stage in the selection process or even afterwards.
- iv. Candidates are advised to regularly check their e-mail and the Corporation's website for information.
- v. The selection of candidates for selection process shall be at the discretion of the Corporation and the decision in this matter will be final and binding.
- vi. The decision of JNPA Management regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfilment of the minimum qualification, experience and job requirement will not vest any right on candidates for being called for document verification/Interview.
- vii. Any corrigendum/updates to the advertisement will be published on our website only; hence candidates are requested to check the JNPA Website regularly.
- viii. Candidate will appear for the interview at their own risk and JNPA will not be responsible for any injury or losses etc. of any nature.
- ix. Management reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.

**D. General Instruction:**

Candidates, fulfilling the above eligibility criteria and agreeable to the terms and conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application form duly filled in alongwith supporting documents to be enclosed or to be scanned and sent through email on [cma@jnport.gov.in](mailto:cma@jnport.gov.in) latest by 15.05.2022 by 5.30 p.m. In case of failure / non receipt of emails JNPA will not be responsible.

**E. Selection Process:**

Candidates will be shortlisted based on the eligibility criteria mentioned herein above. In case of large number of applications, the Company reserves the right to shortlist the number of candidates for Interview out of eligible candidates.

The Interviews will be conducted at Administration Building, Sheva, Navi Mumbai or through video conferencing depending upon the prevailing situation at the time of Interview. The schedule will be notified on the JNPA website.

The Company reserves the right to increase/decrease the number of vacancies as per the need or cancel the advertisement itself without any notification.

Sd/-  
Chief Manager (Admn) & Secy.  
Jawaharlal Nehru Port Authority

**Jawaharlal Nehru Port Authority**  
**APPLICATION FOR THE POST OF LEGAL ASSISTANT ON CONTRACTUAL BASIS**

1] Name : .....

2] Father's Name : .....

3] Date of Birth : .....  
 (Self-Certified copy of proof to be enclosed)

4] Age : .....

5] Permanent Address : .....  
 : .....  
 : .....

6] Address for Communication : .....  
 : .....  
 : .....

7] Telephone : Landline : ..... Mobile : .....

8] E-mail ID : .....

9] Nationality : .....

10] Religion : .....

11] SC/ST/OBC : .....

12] PAP - .....

13] Educational and other qualifications ::

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)

14] Professional qualification : (if any) : .....

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

15] Language known  
 (Read, Write and Speak) ::

16] Any other information ::

In the event of my selection to the above post, I will not withdraw and undertake to accept the assignment on contract basis.

Place:

Date:

Signature of the Applicant







