

Engagement of “Legal Expert” at JNPA

Jawaharlal Nehru Port Authority invites Applications from eligible and competent persons for engagement as “ Legal Expert” purely on contract basis in the following fields as per details given under:

Name of Post	No. of Vacancy
Legal Expert	01

- Terms and conditions of Contractual Engagement: As per **Annexure I.**
- TA/DA Entitlement for Professional Functionaries: As per **Annexure II.**
- Proforma form (to be filled by the Candidate) : As per **Annexure III.**

I. Selection Procedure

1. Depending upon the response, the Management reserves the right to restrict the number of candidates to be called for interview.

II. General Instructions/Conditions

1. Only Indian Nationals are eligible to apply. While applying for the post, the applicant should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the respective Annexures. In case it is detected at any stage of recruitment, that a candidate does not fulfill the eligibility norms and/ or that he/she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her candidature will stand automatically cancelled. If any of the above shortcomings is/ are detected even after engagement, his/her services are liable to be terminated without any notice.
2. The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be called for the interview for selection.
3. The crucial date for determining the eligibility criteria for qualification, experience and age shall be the last date for the receipt of application.
4. The number of vacancies indicated in the advertisement may increase/ decrease/ be cancelled at the discretion of JNPA, if needed without any further notice and without assigning any reasons thereof. JNPA may accept or reject any/all applications without giving any reasons thereof whatsoever.
5. The management reserves the right to shortlist and restrict the number of candidates for personal interview on the basis of qualification and relevant experience by adopting appropriate selection criteria. Decision of JNPA in all matters related to recruitment, including shortlisting of candidates for interview, will be final and binding to all candidates. No correspondence or personal enquiries shall be entertained in this regard.
6. Instances of providing incorrect information by a candidate detected at any stage of the selection process, will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in JNPA recruitment processes in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
7. The candidate should give his/her active mobile number and active Email- ID in the application for communication, if any, required in the future.
8. At any stage, if falsification of any of the certificate(s) is/are noticed, the candidature will stand cancelled automatically.

9. **The candidates will have to appear for the selection procedures including interview, verification of the documents, etc. at their own cost.**
10. JNPA, at its discretion, reserve the right to cancel the above recruitment process at any stage of the process, without assigning any reason thereof.
11. Decisions of JNPA, in all matters regarding eligibility, interview, selection thereof would be final and binding to all applicants. No representation or correspondence will be entertained by JNPA in this regard.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forum at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
13. Email ID/ Phone Number / Present Address given in the application should be valid and functional for at least 6 months from the date of submission of the application.
14. No retired officers/deputationists will be engaged for these assignments.
15. Canvassing in any form will disqualify the candidature.
16. Other benefits and perks shall be discussed separately for selected candidates.

III. How to Apply

1. The applicant shall duly fill the application form in the link provided in the career section of the JNPA website. The “link” and the last “date to apply” will be notified in the website shortly.
2. Incomplete applications shall be summarily rejected.
3. The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. 09.10.2026 by super scribing on the envelope as “Application for engagement of Legal Expert on contract basis” to the address Central Registry, Jawaharlal Nehru Port Authority, Administration Building, Sheva, Navi Mumbai 400 707.

Sd-
Chief General Manager (Traffic)
Jawaharlal Nehru Port Authority

Sl. No. 1	Designation	Legal Expert (On Contract)
a)	Number of Vacancies	01
b)	Educational Qualification	Essential: Degree in Law from a recognized National / International University. Desirable: 1. Master's degree in Corporate / Maritime Law from a recognized National/ International University. 2. Post Graduate Degree/Diploma in HR Management
c)	Experience	Essential: 10 years' work experience in Legal wing of Corporates. Proven track record in contract negotiation and drafting. Candidate should have in depth experience in Litigation Management, Legal Advisory, Drafting & vetting of commercial contracts, MOU, BGs, tender vetting, Labour matters, Conveyancing, Land Acquisition & title verification, regulatory, Sectoral & Environmental compliance, preferably relating to the port and infrastructure sector, to ensure continuity in handling of legal and regulatory work of JNPA. Desirable: 1. Experience in Ports and Shipping Sector 2. Practising Experience as an Advocate
d)	Upper Age Limit	45 years
e)	Remuneration	INR 1,60,000 per month
f)	Roles and Responsibilities	• Responsible for court cases and advise the management by handing right perspective to take appropriate decision in pursuing the cases • Responsible for managing a team, establishing goals and objectives, managing performance and deliverables, development and mentoring staff • Advise and act on legal risk, policy development, litigation management, regulatory competence, contract negotiation, etc • Coordinate with relevant departments and Ministries for the formulation and implementation of service policies.

Annexure I

Terms and Conditions of Contract Engagement of “Legal Expert” :

1. **Duration** - The tenure of contract is for a period of 01 (One) years from the date of joining.
2. **Emoluments** - The following consolidated monthly amount will be applicable to the appointee:

Legal Expert	INR 1,60,000 per month
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3. **Leave Entitlement:** He/ she will be allowed to avail weekly day off, closed holidays, national holidays and casual leave as applicable to regular officers with prior permission of reporting HOD. Failure to report for duty will entail reduction of wages on pro-rata basis.
4. **Working Hours:** Working days/ hours would be on par with regular employee/ officer. This includes overstay beyond normal working hours in case of exigencies
5. He/ she should not leave the headquarters without prior permission
6. **Termination:** JNPA reserves the right to terminate the contract at any time without any notice.
7. **Resignation:** He /she has to give 1 (ONE) month advance notice prior to leaving the contract engagement. If he/she leaves without notice or without acceptance of notice of termination, the amount due, i.e.; consolidated pay payable will be forfeited.
8. The engagement is purely on contract basis and will not confirm any right to claim regular appointment.
9. He/she cannot claim any right/ title/ interest at par with the regular employees of the port on similar or any other post during similar work or otherwise.
10. **Medical Facilities:** He/ she will be entitled for medical treatment in the JNPA hospital to the extent the facilities that are available in-house, for self only. No medical claims for treatment in any other hospital/ facility will be entertained.

- 11. Residential Quarters:** He/she may be provided with residential quarters on Port as per availability, upon mutual agreement and on payment of user charges as applicable to regular employees/ officer.
- 12. Other Assignments:** He/ she will not be permitted to take any other assignment during the period of contract with the JNPA.
- 13. TA/ DA Entitlement:** On official tour outside the headquarters the entitlement to TA/ DA will be as per Annexure II.
- 14. Medical Fitness:** The contractual appointment will be subject to the candidate being found medically fit as per the requirements of JNPA.
- 15.** He/she will maintain absolute integrity and devotion to duty and will be liable for penal action for misconduct or causing loss to JNPA property attributable to him/ her during the period of contractual engagement.
- 16. Confidentiality:** He/ she will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/ data available during the engagement to any unauthorized person(s).
- 17.** The roles and responsibilities mentioned in the Annexures are only indicative in nature. JNPA reserves the right to modify the same as per organizational requirement.
- 18.** No travelling/ boarding/ lodging expenses are admissible to the candidates for participating in the selection process or for joining at the place of posting (in case of selection).

Annexure II

TA Entitlement while on Official Tour

By Air/ Rail	Economy Class by Air or AC- II by Train (Mileage Points earned by air travel should not be used for private purpose)	
By Road	Places connected by Rail	Fare Limited to train fare by entitled class
	Not connected by Rail	Taxi/ Own Car/ Any Bus including AC Bus

Rates for Road Mileage

The road mileage may be calculated at the following rates:

For journey by own car/ taxi	INR 24.00 per km
For journey performed by Auto Rickshaw/ Scooter	INR 12.00 per km

Daily Allowance

Designation	Daily Allowance
Legal Expert	Reimbursement for Hotel Accommodation/ Guest House up to Rs 2250 + GST per day, reimbursement of Non-AC taxi fare upto Rs. 338 per diem for travel within the city and reimbursement of food bills not exceeding Rs.900 + GST per day

Reimbursement of Food Charges

There will be no separate reimbursement of food bills. Instead, the lumpsum amount payable as above, and depending on the length of absence from headquarters will be regulated as per the table given below. Since the concept of reimbursement has been done away with, no vouchers will be required

Length of absence	Amount Payable
If absence from HQ is <6 Hours	30% of lumpsum amount
If absence from HQ is between 6 hours and 12 Hours	70% of lumpsum amount
If absence from HQ is >12 Hours	100% of lumpsum amount

Absence from HQ will be reckoned from midnight-to-mid night and will be calculated on a per day basis

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PROFORMA

BIO-DATA

Annexure-III

Recent Passport
Size photographs

Post applied for: **Legal Expert at JNPA.**

1. Full name (in block letters) : _____
2. (a) Address for communication : _____
(b) Telephone No./Mobile No. : _____
(c) Fax / E-Mail address : _____
3. Present post, if any : _____
4. Date of Birth (Self attested proof to be enclosed): _____
5. Age : _____
6. Educational & other qualifications : _____
(self-attested copies to be enclosed) _____

7. Details of employment / experience in Chronological order:

Name of the Organization	Post held	Scale of pay	From	To	Details of relevant experience

8. Nature of present employment/ : _____
9. Any other information, if any : _____
10. Enclosures : _____

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature / engagement may be cancelled / terminated without any notice.

(Signature of applicant)

Date :

Place