

KAMARAJAR PORT LIMITED
(A Mini-Ratna Government of India Undertaking)
Rajaji Salai, Chennai – 600 001

WALK-IN INTERVIEW
FOR LAW OFFICER/LEGAL PROFESSIONAL (on contract/retainer/consultant basis)

On Date: 16th October 2019

Qualification	A Graduation degree of Law securing minimum 60% marks (which is LLB or its equal).
Experience	Minimum of 5 Years of post qualification experience in the relevant area. Experience in Arbitrations, IDA, etc is desirable.
No. of Vacancy	1 (One)
Contract Period	Initially for 6 months, extendable for further periods of 6 months if required
Pay Package	Consolidated pay of Rs.1,00,000 per month
Job Specifications	<ul style="list-style-type: none">• Coordinating the daily operational activities of the legal department to ensure that the department functions effectively and efficiently.• Drafting & Vetting of Legal Documents\correspondences\internal notes\note sheets\matters having legal implications.• Checking Cause List of Madras High Court and Other Courts, Attending Court Proceedings and Arbitration Proceedings.• Rendering assistance in Alternative Dispute Resolution including assistance in out of court settlement and interacting/ liaising with outside Advocates.• Overseeing litigation and providing effective litigation support\ Obtaining appropriate legal advice or legal opinion wherever the legal department does not have in house capacity.• Effectively rendering assistance in defending/ filing suits of KPL in all legal matters with the support of legal counsels.• Legal services providing general legal advice to the entire organization and assessing legal risk and development of mitigation
Interview Procedure	<ul style="list-style-type: none">• Candidates has to register by morning 10 AM with the HR Department• The Certificates and other details will be scrutinized and the Candidates will be shortlisted by 12 PM. Candidates can also send the certificates along with the resume to the registered address mentioned on KPL Website.• All the Candidates thus shortlisted will be interviewed by the Selection Committee from 2 PM.

General Manager (CS & BD)