

KAMARAJAR PORT LIMITED
(A Company of Chennai Port Authority)
Rajaji Salai, Chennai – 600 001

Recruitment Notice No. 04/2023

Date : 22.11.2023

Kamarajar Port Limited is looking for sincere and talented professionals for the following position:

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| Name of the post | <u>LAW OFFICER (on contract basis) – 01 No.</u> |
| Qualification | A Graduation degree of Law (which is LLB or its equal) securing minimum 55% marks. |
| Upper Age Limit | 45 years |
| 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 a period of one year, extendable for further periods if required |
| Pay Package | Consolidated pay of Rs.1,00,000 per month with annual increment at the rate of 5% on monthly remuneration and Rs. 4,000/-per day for attending hearings or any service is availed on KPL Holidays |
| 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 |

General Conditions:

- (1) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- (2) Education Qualification, Age and Experience limit prescribed is as on the date of Advertisement.
- (3) The Company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
- (4) Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.
- (5) Canvassing in any form will be eligible for disqualification.
- (6) No Correspondence will be entertained with the candidates not short-listed. Management reserves the right to reject the application of any candidate without assigning any reason.
- (7) Candidates should ensure that the details filled in the application form should duly tally with document enclosed. If any variation is observed in application form and document enclosed,

- the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get shortlisted for interview.
- (8) Candidates should submit only single application for a post and application once submitted cannot be altered after the cut off date.
 - (9) Any legal proceeding arising out of this advertisement shall be subject to the exclusive jurisdiction of the courts in Chennai.
 - (10) Kamarajar Port Limited will not be responsible for any postal delays / wrong delivery / non-delivery of communication at any stage of the recruitment process.
 - (11) Kamarajar Port Limited reserves the right to shortlist candidates for interview. Management reserves the right to raise the standard of specifications to restrict the number of candidates to be called for interview. In case the response is high, Kamarajar Port Limited may consider conducting written test, if required.

How to apply and Important Instruction for candidates:

- (1) Applications should be strictly submitted by post or in drop box. Professionals ready to take up the challenge and meeting the requirements may download the prescribed ***Employment Application Format*** and submit the filled in form with enclosures so as to reach the Address furnished below latest by **21st December 2023**:

The General Manager (CS & BD)

Kamarajar Port Limited
No. 17, Jawahar Building.
Rajaji Salai, Chennai-600 001
Ph: 044 – 2525 1664

- (2) The application should be accompanied with:
 - a. with self-attested photocopies of Certificate and Marks Sheets in proof of Educational Qualification (X Std / SSLC onwards).
 - b. with self-attested photocopies of Experience Certificate/s with a latest salary certificate and contract letter of company
 - c. Candidates are requested to check their eligibility criteria with regard to age, Qualification and experience against the advertisement.

General Manager(CS& BD)