



MUMBAI PORT AUTHORITY

Advertisement No.04/2022

Dated : 1.7.2022

Mumbai Port Authority invites applications from eligible Indian Nationals for following trainees to work on contract basis in Legal Division :

Sl. No.	Post	No. of posts	Stipend per month (Rs.)
1.	Trainee (Legal)	18 *(SC-1, ST-1 & OBC-4)	Rs.25000/- per month initially

*- In case of non-availability of candidates belonging to reserved categories, the posts will be filled by General candidates.

1. Eligibility criteria:

- (i) Educational qualifications:
Full time degree in Law (3 year course or 5-year course)
(Final year law students awaiting for results are also eligible to apply, but they will be engaged only after producing their pass certificate.)
- (ii) Age Limit:
21 years – 30 years
Upper age is relaxable by 5 years for SC/ST applicants and 3 years for OBC applicants.
- (iii) The crucial date for determining eligibility criteria viz., educational qualification, age etc. shall be as on 1.7.2022.
- (iv) Only eligible applicants who fulfill the criteria of essential qualification, age, etc. prescribed for respective position shall apply.
- (v) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

2. Role and responsibilities for the above position:

Assisting Chief Law Officer/ Dy. CLO/ Sr. Law Officer/ Law Officer in all legal matters such as –

- (i) Drafting and issuance of Show Cause notices.
- (ii) Collection of information for drafting of petition and verification of petitions.

- (iii) Maintenance of the records and daily order sheet, recording of proceedings.
- (iv) Assisting in drafting various types of orders.
- (v) Assistance in recovery of arrears.
- (vi) Assisting in execution of the orders for receipt of possession of the premises.
- (vii) Any other work entrusted to them from time to time.

3. Period of contractual engagement:

The contract will be for a period of one year which is extendable by one more year at a time at the discretion of the Port.

4. Method of selection:

Depending upon the response, the administration reserves the right to conduct written test or interview or both.

5. This is only a contractual assignment and they will not be eligible for regularization or permanency etc.

6. The other terms and conditions of the contract are given at Annexure I.

7. General instructions:

- (i) Self- attested copies of documents/ certificates relating to Age/ Qualification etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at the time of interview.
- (ii) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such appointment will also be subject to the service and contract rules of the Mumbai Port Authority.
- (iii) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and selection shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.
- (iv) 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.
- (v) **No TA/DA** will be paid for appearing in written examination/ interview, if called.
- (vi) Any update, corrigendum etc. of this advertisement will be displayed in the Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., www.mumbaiport.gov.in under Media/ Vacancy menu.

- (vii) Changes if any in the recruitment process will be displayed in this Port's website and no separate communication will be made to the individual applicant.
- (viii) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (ix) The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof. The Mumbai Port Authority also reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.
- (x) Application received in incomplete format or after last date/ without relevant documents in support of eligibility will not be eligible. Mere submission of CV/ Resume for the said post would not be considered.

7. How to apply:

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website www.mumbaiport.gov.in ('Media/Vacancy' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address by courier/ post before the last date of application i.e. **1.8.2022** by superscribing on the envelope as "**Application for the post of Trainees (Legal) on contract basis**".
The Secretary, Mumbai Port Authority,
General Administration Department,
Port House, 2nd Floor,
Shoorji Vallabhdas Marg, Ballard Estate,
Mumbai – 400001.
- (iv) Merely submitting Resume/ CVs and incomplete application will be liable to be rejected.

The last date for receipt of applications will be **1.8.2022**.

**SECRETARY
MUMBAI PORT AUTHORITY**

162/cm/legal advisor accounts officer/trainees/advertisement.doc

Other Terms and conditions of contractual engagement:

1. **Period of contract:**
The contract will be for a period of one year, which is extendable by one year at a time at the discretion of the Port.
2. **Medical facility:**
Emergency medical treatment will be provided in case of accident while on duty at MbPA Hospital/ Dispensary. No other medical facilities would be available to the contractual employee and his family.
3. **Leave entitlement:**
12 days Casual Leave in a year and Public Holidays. No other leave will be admissible and for any absence beyond the said leave, pro-rata deduction will be made from the consolidated remuneration.
4. **Duty hours:**
Duty hours are from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. In case of requirement, you may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally you will be entitled to a weekly off (Sunday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared public holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.
5. **Accommodation:**
The trainee may be provided suitable accommodation, if available, on twin/triple sharing basis, on written request from candidates, on chargeable basis, as per MbPA rules. If availed, rent will be deducted in terms of rules prevailing from time to time. In addition, electricity & water charges are to be paid on consumption basis.
6. The contract can be terminated by giving one month's notice in writing from either side.
7. If the Trainee resigns or leaves without a notice or acceptance of a notice of termination, the amount due, i.e., stipend payable to the extent of notice period, will be forfeited.
8. The Trainee shall not claim any right/ title/ interest at par with the regular employees of the Port on similar post doing similar work.
9. The Trainee will not have any claim/ right whatsoever for regular appointment/ absorption at Mumbai Port Authority.
10. Appointment of the Trainee is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his services are liable to be terminated forthwith.
11. Any other terms and conditions of contractual engagement at MbPA will be applicable.

MUMBAI PORT AUTHORITY

Application Form

Application for the post of Trainees (Legal) on Contract basis.

Affix
passport
size
Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Telephone/Mobile / E mail Id :
6. Date of Birth (self-attested proof to be enclosed) :
Age as on 1.7.2022 :
7. Nationality :
8. Whether belongs to SC/ST/OBC (self-attested copy of caste certificate and caste validity certificate to be enclosed) :
9. Name of Father/Spouse :
10. Educational/Professional and other qualifications. :

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained
1.	SSC/10 th				
2.	HSC/12 th				
3.	Degree				
4.	Post-Graduation				
5.	Other qualification				

(Self-Attested copies of certificates to be enclosed)

11. (a) Details of present and past employments and experience. (if any)

Sl. No.	Name of the organisation	Post held	Annual pay	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

(Self-Attested copies of certificates to be enclosed)

- (b) Details of any other :
relevant proficiencies/
skills, if any
12. Please mention details :
of outstanding
achievement, if any,
which was recognized
by higher authority
(enclose necessary
documents)
13. Any other :
information desired
to be submitted by
the applicant
14. Contact details of :
Two references
(email & mobile
number)

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/appointment may be cancelled/terminated without any notice.

Date :
Place :

(Signature of the Applicant)