



MUMBAI PORT AUTHORITY

Advertisement No. 03/2023

Dated : 26.4.2023

Mumbai Port Authority invites applications for engagement of **Legal Advisor** to manage the litigation pertaining to all courts including execution of Decree and recovery of possession and arrears etc. **purely on contract basis.**

1. Eligibility criteria:

- (i) Educational/Professional Qualification :
 - (a) Degree in Law; and
 - (b) Senior retired Magistrate or Civil Judge or Worked as Legal advisor in Ministry of Law; and
 - (c) Minimum 20 years' experience in Judiciary
- (ii) Experience:
Essential: - Property and Land related Matters.
Desirable: - Contract related matters
- (iii) Age Limit: The maximum age limit for the above position is 70 years. Relaxation can be considered for deserving candidate.
- (iii) The crucial date for determining eligibility criteria viz., educational qualification, age etc. shall be as on **1.4.2023**.

2. Role and responsibilities for the above position:

- (i) Monitoring of drafting of show cause notices to be issued by Estate Officers.
- (ii) Monitoring the work of issuance of termination notices issued by the Estate Division.
- (iii) Monitoring the work of service of notices issued by the Estate Officers and also the termination notices issued by the Estate Division
- (iv) Monitoring and expediting filing of petitions before the Estate Officer.
- (v) Execution and disposal of matters related to Estate and contracts.
- (vi) Monitoring, regulating litigation and execution of Decrees/Orders passed by the various Courts of Law.
- (vii) Guidance and monitoring recovery of Arrears/Mesne Profit ordered by various courts and forums
- (viii) General Advisory and drafting work referred to from time to time.
- (ix) Overall supervision and monitoring the work of Trainees.
- (x) Any other work assigned by administration.

3. Consolidated Remuneration:

A consolidated remuneration of Rs. 1,00,000/- per month would be paid. In addition, travelling allowance of Rs. 25000/- per month will be paid. Applicable/Statutory taxes will be deductible.

4. Period of contractual engagement:

The Legal Advisor will be engaged **purely on contractual basis** for a period of 1 year extendable at the discretion of Mumbai Port Authority. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

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

6. General instructions:

- (i) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.
- (ii) 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.
- (iii) Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit "No Objection Certificate" from their employer at the time of application, failing which their candidature may not be considered.
- (iv) Candidates who are selected are required to submit discharge letter/ relieving letter from their employer (Govt/ Semi Government Public Sector/ Autonomous Bodies/ Private Sector) at the time of joining Mumbai Port Authority, without which they will not be allowed to join.
- (v) Engagement of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such engagement will also be subject to the service and contract rules of the Mumbai Port Authority.
- (vi) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and engagement shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.
- (vii) 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/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (viii) **No TA/DA** will be paid for appearing in written examination/ interview, if called.

- (ix) 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.
- (x) 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.
- (xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xii) 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.
- (xiii) Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said position would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.
- (xiv) The candidates need to quote 2 reference persons related to their field with their contact details.

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/Advertisement' 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/ position before the last date of application i.e. **26.5.2023** by superscribing on the envelope as "**Application for engagement of Legal Advisor 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 **26.5.2023**.

SECRETARY
MUMBAI PORT AUTHORITY

Other Terms and conditions of contractual engagement :

1. **Period of contract:**

The contract for engagement will be for a period of 1 year, extendable at the discretion of Mumbai Port Authority.

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, contract employee may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally contract employee 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 national 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:**

Accommodation shall be offered in the MbPA quarters subject to availability. If availed, rent would be deducted as per prevailing rules 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 contractual employee leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable will be forfeited, to the extent of notice period.

8. The contractual employee shall not claim any right/ title/ interest at par with the regular employees of the Port.

9. Engagement of the contractual employee is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his engagement is liable to be terminated forthwith.

10. Any other terms and conditions of contractual engagement at MbPA will be applicable.

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Application Form

Application for the position of Legal Advisor purely on Contract basis.

Affix pass-port
size Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Landline No. : _____
Mobile No. : _____
E-mail id : _____
6. Date of Birth & Age :

 (dd/mm/yy)
(self-attested proof to be enclosed) (in years)
7. Nationality :
8. Whether belongs to SC/ST/OBC :
9. Marital status (Married/Unmarried) :
10. Name of Father/Spouse :
11. Educational/Professional and other qualifications. (Attested certificates to be enclosed) :

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained

12. (a) Details of present and past employments and experience.

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

(b) Details of any other relevant proficiencies/ skills, if any :

13. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :

14. Any other information desired to be submitted by the applicant

15. 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/engagement may be cancelled/terminated without any notice.

Date :

Place :

(Signature of the Applicant)