

COCHIN PORT TRUST
W/ISLAND, COCHIN –682009, KERALA STATE, INDIA,

Ph: 0484-2582113

Website: www.cochinport.gov.in

Recruitment of Legal Assistant on regular basis.

Applications are invited from qualified candidates for appointment to the post of **Legal Assistant (Class III)** in the Scale of Pay of Rs 23600-56300 on regular basis in General Administration Department, Cochin Port Trust.

| | | |
|---|---|---|
| Name of the Post | : | Legal Assistant |
| No. of vacancies | : | One (1 UR) |
| Essential Qualification & Experience | : | <u>Essential:</u> A Graduate in Law. <u>Desirable:</u> 1) Experience at the bar for a period not less than 3 years. 2) 3 years experience in dealing with cases involving legal documents such as scrutiny of agreements, contracts and other such items of work. |
| Upper Age Limit | : | 35 years. |

Age relaxation will be applicable as per rules. Applications should be submitted as per the proforma given below along with attested copies of the documents to prove date of birth, caste, qualification, experience etc. Those who are presently employed should apply through proper channel.

Candidates from Cochin Port Trust can also apply, provided they fulfill the Recruitment Rules. Age limit in such cases will not apply.

Candidates will be considered for Written Competitive Examination and/or interview subject to fulfillment of eligibility criteria specified above. The Port Trust reserves the right to shortlist the applicants based on merit for Written Competitive Examination / interview.

The Cochin Port Trust Employees' (Recruitment, Seniority & Promotion) Regulations which contain detailed Recruitment Rules and other details is hosted in the website of Cochin Port.

The applications should reach THE SECRETARY, COCHIN PORT TRUST, COCHIN – 682 009, on or before 24.08.2017, which shall be the crucial date for determining the qualification, experience and age.

Cochin- 9

Date :24.07.2017

Sd/-

SECRETARY

**APPLICATION FOR THE POST OF LEGAL ASSISTANT ON
REGULAR BASIS IN COCHIN PORT TRUST**

Affix
passport size
Photograph

1. Name :
2. Gender :
3. Father's Name :
4. Age & Date of birth :
5. Marital Status :
6. Religion & Caste :
7. Whether belongs to SC/ST/OBC/PH :
8. Address :
9. Phone No :
10. e-mail id :
11. Educational Qualification*

| Sl. No. | Educational Qualifications | University/Institution | Year & Month of Passing | Percentage of Marks/Grade | Remarks |
|---------|----------------------------|------------------------|-------------------------|---------------------------|---------|
| | | | | | |

* Attested copies of Mark lists and Certificate should be attached.

12. Experience if any:

| Sl. No. | Designation & Nature of Work | Name of Organization | Period of service |
|---------|------------------------------|----------------------|-------------------|
| | | | |

13. Other Achievements

- a)
- b)

I hereby declare that the information furnished above is true to the best of my knowledge and belief and assure that I have attached attested copies of the documents to prove date of birth, qualification, experience etc.

Place:

Date :

(SIGNATURE OF THE APPLICANT)