



**KANDLA SPECIAL ECONOMIC ZONE
AUTHORITY (KASEZA)**
Government of India
Ministry of Commerce & Industry
Gandhidham-Kutch-370 230
Phone: (02836) 53300/252475/253950
Email: secy.kasez-gi@gov.in
Website: www.kasez.gov.in

F.No. KASEZ/EM/Legal/2021/

Date: e-signed

Sub: Inviting applications for engagement of one (01) Young Professional(Legal) having minimum 2 years experience in the matters of Legal work Drafting, court matters of Government /Legal Office practice.

Kandla SEZ Authority invites application from eligible candidates for the post of **Young Professional (Legal)** having at least 2 years experience preferably in the above mentioned fields.

Interested **Young Professional (Legal)** fulfilling the above requirements may submit their Application along with copy relevant supporting documents within the prescribed time.

i) Eligibility to Apply:

a) Age: Upto 35 years of age on the date of issue of this Notice.

Essential Qualification/Experience:

- a) **Degree in Law** from a recognized university.
- b) At least 2 years experience in legal work, drafting, court matters, of government/legal office practice.
- c) Computer knowledge, Knowledge in Gujarati/Hindi & English language.

ii) Desirable Qualification/Experience:

- a) **Masters in Law** from a recognized university.
- b) Experience regarding litigation matters in Supreme Court, High Court and CAT may be given weightage.
- c) Preference to enrollment as an Advocate with a State Bar Council.

iii) Remuneration:

A fixed remuneration of Rs.70,000/- per month (Rupees Seventy thousand only) may be provided. No other monetary benefits will be admissible.

iv) Selection Criteria:

Educational Qualification (Total 35 marks)	Graduate - 25 Post Graduate - 30 Multiple PG/More qualification than PG - 35
Experience in handling court cases (Total 35 marks)	From 1 to 3 years - 25 between 3-4 years - 30 between 4-5 years - 35
Presentation/Personal Interaction before the Committee	Maximum of 30 Mark

v) Scope of works:

- 1) Timely updating and reply to queries raised by legal counsels for court matters.
- 2) Regular follow-ups of court cases from panel counsels about court matters pending across various courts/forums.
- 3) Compliance of timeline in court matters regarding instructions to be given to panel counsels, filing of reply, sharing of documents and information to panel counsels for preparation of affidavit in reply, instructions for final hearing etc.
- 4) To update the files of legal matters pending across various forums/courts.
- 5) Compliance of timeline and procedure for legal proceedings in eviction matters and recovery proceedings under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971, ensuring no delay in initiation of legal proceedings.
- 6) To ensure mentioning of proper grounds for eviction proceedings in Form A (eviction notice), viz. expiry of LOA etc. non-payment of rental/other dues etc. This shall ensure our case strong on merits before Court of Law.
- 7) Proper drafting of Form A (eviction notice) and Form D (recovery notice) with strong grounds. Similarly, the adjudication orders in Form B (eviction order) and recovery order to be covered the detailed findings against each contention and submissions made by SEZ unit during the proceedings. Lack of proper drafting / speaking order may lead non sustainability on

merits before court of law. Such deficiencies not only create confusion but also increase the risk of disputes and misapplication. A precise, concise, and well-organized legal drafting to ensure that each legal notice (Form A and Form D) and orders (Form B) are properly drafted countering to all submissions of SEZ unit and proper findings are recorded so as to enhance clarity, enforceability, and overall effectiveness of the legal document.

8) To ensure proper co-ordination and no gap of communication among various sections of KASEZ for updating of legal issues of SEZ unit. (For e.g. in case of expiry/cancellation of LOA, the EM Section should proceed for eviction under PP Act and get the land vacated for future allotment to other potential SEZ unit. Similarly, in case of any termination or cancellation of lease deed, the same may be communicated to the IA-1 section for their records so that necessary steps/action can be taken on time for cancellation of LOA of SEZ unit).

9) The **Young Professional (Legal)** shall be a single point of contact and co-ordination among all sections of KASEZ regarding legal issues and litigation matters pending across all courts/forums.

10) To act as a single point of contact and co-ordination with panel counsels of all courts/forums for and on behalf of KASEZ Authority.

11) To act as liaison Officer with between Other SEZs/Govt. departments/Agencies/legal counsels etc.

12) To oversee, supervise and review the litigation files and their progress before courts/forums and report the same to KASEZ Authority from time to time.

13) To ensure that limitation period prescribed under law is strictly followed in legal matters by way of timely filing of fresh cases, suit, and affidavit in reply, applications, appeals/review/revision etc. as required.

14) To assist the panel counsels in drafting and preparation of documents including written statement, affidavit in reply, applications etc. as may be required.

15) To vet and examine the pleadings, briefs and written arguments prepared by legal counsels.

16) To flag the pending issues in court matters before the concerned authority/officer on time to ensure that the timeline for

court matters is strictly followed.

17) To take update on each scheduled date of hearing from legal counsels across various courts/forums regarding progress in the case and report about the same to KASEZ Authority.

18) To timely update the court files and takes necessary steps, if any required, for the next scheduled date of hearing.

19) To update the concerned authority/officer regarding issues in legal matters and take instructions accordingly.

20) To answer/reply to all queries of panel counsels after taking instructions of KASEZ Authority.

21) To provide legal opinion on legal issues to KASEZ Authority including filing of fresh civil/criminal case, appeals, review/revision or any other remedy available under law to KASEZ Authority.

22) To draft and prepare letters/communications/notice etc. as may be required for legal matters.

23) To provide legal opinion to KASEZ Authority regarding scope of fresh case/appeal, drafting and filing of case/appeal, review, revision etc. and to ensure that the documents are filed within limitation period prescribed under law.

24) To supervise and ensure the implementation and execution of judgments and orders of court/forums within specified timeline in terms of law. In case the KASEZ Authority decides to file an appeal against adverse order, then, to take necessary steps for procurement of stay from appellate authority till outcome of appeal.

25) To take legal opinion, if required, from panel counsels regarding filing of appeal/review/revision, reply, fresh civil/criminal cases, application etc. and ensure that the timeline/limitation period prescribed under law is strictly followed.

26) To co-ordinate, follow up and liaison with panel counsels across all courts/forums for legal matters for and on behalf of KASEZ Authority.

27) To prepare a monthly report regarding pending litigation/legal matters and report the same to the KASEZ Authority for submission to the DoC.

- 28) To draft/prepare report(s) in prescribed format as may be required by the KASEZ Authority and/or the Ministry of Commerce & Industry, Government of India from time to time.
- 29) To liaise with relevant department/section of KASEZ and to ensure that necessary action is taken on time where legal risk has been identified.
- 30) To continuously monitor compliance with legal obligations and advise the KASEZ Authority accordingly.
- 30) To ensure regulatory compliance, keeping track of changes/amendment in laws and judicial pronouncements, and advising the KASEZ Authority on necessary updates about policies or procedures.
- 31) To draft and vet legal documents such as tender notices, tender agreements, MOUs, contracts, circulars, instructions etc. to ensure legal validity of all documents.
- 32) To provide legal opinion on policy matters, administrative actions, contracts, and statutory interpretation to ensure that all decisions are compliant with applicable laws and regulations.
- 33) To identify the legal risks and suggest corrective measures accordingly to KASEZ Authority.
- 34) To conduct research on law, amendments and judicial pronouncements and update about the same to KASEZ Authority regularly from time to time.
- 35) To assist in formulation and review of rules/policies and recommend suggestions/changes in compliance with legal requirements.
- 36) Issuance of Debarment orders, show cause notice, Adjudication Orders, cancel orders and withdrawal orders etc. as required, as per provisions of various Acts & Rules.
- 37) Attending all Hearings conducted KASEZ Office.
- 38) To do any other work as may be assigned by the KASEZ Authority from time to time.
- 39) Updation & monitoring of LIMBS portal.
- 40) The contract may be terminated by either side giving one month's notice or immediately by paying an amount of Rs.70,000/-

41) On any matter of dispute, decision of Kandla SEZ Authority/DC, Kandla SEZ shall be final.

Terms & Conditions of Engagement

1) **Working Hours/Leave:** Working hours shall normally be from 9.30 AM to 6.00 PM during working days with half an hour lunch break in between. However, in exigencies of work, they may be required to sit late or called early in the office and may be called on holidays also. No extra remuneration will be paid for sitting late/attending office on holidays due to work exigency.

2. They will be eligible for 1.5 days of paid leave for each completed month of their engagement, subject to the approval of the reporting/controlling Officer. The un-availed leave at the end of the year will get lapsed.

3 . **Non-disclosure of information/Data:** They shall not disclose any information/data that may be supplied to or come to their knowledge during the period of their engagement with Kandla SEZ to any unauthorized person(s). All the documents, information, data, records, emails etc. will be the property of the Kandla SEZ, Govt. of India. Appropriate action will be taken against such person for sharing of any information/data un-authorizedly. The Young Professional shall not take any commercial advantage of having contractual relationship with Kandla SEZ using the name, emblem or official seal of Kandla SEZ.

4. **Terms of Reference (ToR):** The output to be delivered and the functions to be performed shall be specific, measurable, attainable, results based and time bound. Detailed ToR will be drawn by the YP in consultation with the officer/division of Kandla SEZ where attached. The ToR will be deemed to be part of Contract. Completing the assigned tasks, as per ToR is linked to release of remuneration.

5. **Termination:** The engagement can be terminated at any time by the Department by giving 30 days notice or remuneration in lieu thereof. Similarly, the Young Professional may also resign after giving notice of 30 days. The Deptt. Reserves the right to terminate any YP at any stage without giving any notice, in case of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

6 . **Settlement of Disputes:** Kandla SEZ and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

7 . **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Chairman, Kandla SEZ Authority for arbitration. The Chairman, Kandla SEZ Authority may appoint an arbitrator for the settlement of the controversy. The decision of Arbitrator is binding on both the parties.

8 . **Conflict of interest:** The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the service of the YP are not found satisfactory or found in conflict with the interest of the Kandla SEZ, Govt. of India, his/her services will be liable for discontinuation without assigning any reason and without giving notice and appropriate legal action will be taken by the Department.

9. The period of engagement would commence from the date of joining in the Office of the Chairman/Development Commissioner, Kandla SEZ.

10. The Young Professional will be required to submit a police verification report from concerned police station and also submit a medical-cum-fitness certificate issued by an authorized Medical Practitioner prior to engagement.

11. The engagement is subject to verification of documents related to education qualification, experience, Police verification, Medical-cum-fitness. If any information/documents submitted by the YP are found false/wrong or invalid or issued by unauthorized agency, at any stage, his/her engagement will be terminated immediately and appropriate action will be taken against him/her.

12. The young Professional shall be expected to conduct himself/herself in accordance with the rules and regulations of the Govt. of India. He/she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties.

13. The Young professional shall neither seek nor accept instructions from any authority external to Kandla SEZ and also refrain from acting in any manner which may adversely affect the interests of Kandla SEZ. He/she shall always prioritize to work in the interest of the Department.

14. Prohibition of Sexual Exploitation and Abuse: in the performance of the Contract, the YP shall comply with the "Sexual

Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The YP acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of Kandla SEZ to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

15. In the unfortunate event of the death, injury or illness while serving Office of the Chairman/Development Commissioner, Kandla SEZ, the Young Professional or the next of kin shall not be entitled to any kind of compensation of Appointment.

16. The engagement as Young Professional will not confer any claim or right for subsequent engagement/employment with Office of the Chairman/Development Commissioner, Kandla SEZ or any other Government Department at a later date.

17. In respect of any matter in respect of which no provision has been made herein, the orders/instructions of the Department shall apply and the decision of the Department/Government as to their applicability shall be final.

18. Other terms and conditions of the Contract for engagement of Young Professionals will remain same as mentioned in the advertisement.

Relaxation to any of the terms/conditions:

The Chairman/Development Commissioner, Kandla is competent to relax any of the provisions, if it is necessary or expedient to do so.

Undertaking

I.....son/daughter of
..... Hereby certify that the information provided by me is true and correct to the best of my knowledge and my application can be summarily rejected if it is found incorrect at any stage.

Further I have read all the terms and conditions of Engagement and agree to abide by the same.

Date	Signature
Place	Name

vi) **How to apply:**

The application alongwith all educational & experience documents (complete in all respects) may be sent by post/email to the address mentioned hereunder:

The Secretary, Kandla SEZ Authority, Office of the
Chairman/Development
Commissioner, Kandla Special Economic Zone,
Gandhidham, Dist. Kutch
Gujarat, Pin: 370230 - e-mail: secy.kasez-gj@gov.in .

**The envelope containing the Application should superscribe
"Application for Legal Manager/Legal Executive".**

vii) Last date for receipt of application is 29th June, 2026 (5.30 pm)

Digitally signed by
Rajtanil Nitirajsinh Solanki
Date: 27-05-2026
17:36:52

(राजतनिल सोलंकी/Rajtanil Solanki)
संयुक्त विकास आयुक्त और सदस्य,
कांडला एसईजेड प्राधिकरण
Joint Development Commissioner,
Kandla Special Economic Zone &
Member, Kandla SEZ Authority